

# CARDINAL POLE CATHOLIC SCHOOL



## JOB DESCRIPTION

**Post:** Exams and Data Manager

**Grade:** PO2 (opportunity for P03 for a suitable candidate)

**Working Hours:** 35 hours / 52 Weeks a Year

**Job Summary:** To ensure accurate maintenance of pupil and school data.  
To manage all aspects related to school examinations.

**Responsible to:** Deputy Headteacher

**Cardinal Pole Catholic School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.**

### **Principle Responsibilities:**

#### **GENERAL ADMINISTRATION**

The following responsibilities are common to all Administrative support staff.

To undertake similar duties, commensurate with the level of the post, at the discretion of the Office Manager and/or senior members of staff. This could include temporary re-deployment to meet the needs of the wider School.

These duties may include (not limited to):

- General clerical / administrative / filing support / reprographics
- Lunchtime and/or temporary cover
- Supporting preparations for major School events
- Communications with staff, students, parents and other external stakeholders
- Administration supporting the functions of admissions, attendance and/or behaviour, and student welfare.

#### **SUPPORT TO SCHOOL**

1. Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.
2. Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
3. Be aware of, support and ensure equal opportunities for all.
4. Contribute to our Catholic ethos, our work and the overall aims of the school
5. Appreciate and support the role of other professionals.
6. Attend and participate in relevant meetings as required.
7. Participate in training and other learning activities and performance development as required.
8. Assist with pupil needs as appropriate during the school day.

The duties may be varied to meet the changing needs and demands of the School at the discretion of the Headteacher in consultation with you. This job description does not form part of the contract of employment. It denotes the way the post holder is expected and required to perform and complete particular duties.

## **DATA MANAGEMENT**

- To become a SIMS administrator / super-user

## **NEW STUDENTS**

1. To Ensure achievement data for new students is recorded
2. To check for missing achievement and attainment data and fill in gaps by contacting other schools or agencies
3. To distribute this data to senior team and relevant teachers.

## **PUPIL DATA**

1. To load the annual pupil intake into SIMS in addition to administering pupils when they arrive, leave or transfer to the school.
2. Responsible for the Pupil Level Annual School Census (PLASC).
3. Produce PLASC returns and ad hoc reports when necessary
4. Ensure all teaching staff meet deadlines to ensure statutory arrangements for reporting are met.
5. To maintain individual pupils records in accordance with PLASC requirements.
6. To maintain the SIMS database of pupil records for attendance and punctuality, liaising with the Heads of Learning and Attendance Officer as appropriate and necessary.
7. To manage Assessment Manager and update with pupil assessment data on a regular basis.
8. To manage the annual updating of the SIMS database with the annual timetable and class changes.
9. To ensure maintenance of records of all disciplinary, behavioural and special needs issues relating to individual pupils and updating SIMS where necessary.
10. To produce data/assessment broadsheets as directed by the senior team and Middle leaders.
11. Produce individual pupil targets against national data and reports /assessments as required.
12. Display data information in a clear concise ,easily understandable way as required for a range of audiences
13. To manage the calendars of the Senior leadership team as directed
14. To provide administrative support related to pupil progress including all letters to parents including those identified for intervention
15. To provide administrative support for reports to parents.
16. To provide administrative support for pupils who do not attend after school sessions and Saturday classes in liaison with the Attendance Officer

## **EXAMINATION OFFICE**

1. To maintain a broad knowledge of the main features of the regulations for a variety of examination boards and awarding bodies
2. Keep up to date with the requirements of the role. Ensuring attendance at appropriate awarding body and other Inset training, meetings etc and keeping up to date with the latest procedures and regulations for all examinations
3. To ensure that all exams are run in accordance with the exam board and school procedures
4. To collate a calendar with all the examination requirements for the school year before the start of the new term
5. Encourage a positive examination culture in the school to which all staff and students subscribe
6. To liaise with all staff, e.g. Heads of Departments regarding entries, exam codes, subject syllabus
7. To submit entries for external examinations to awarding bodies in advance of deadlines including Diploma and BTEC
8. To liaise with Learning Support to provide for students with special access arrangements
9. Producing the exam timetable (individual and overall) and distribute to pupils and staff
10. Resolving Examination clashes in accordance with regulations
11. To make all internal arrangements for rooming, liaising with the Data Manager, Premises Manager and Cover supervisor when necessary

12. To check receipt of confidential materials and ensure secure storage
13. To maintain the exams cupboard in accordance with regulations as set out by the examination boards
14. To recruit, train and manage an invigilation team, liaising with external agencies when necessary
15. To ensure all invigilators have the required DBS clearance checks. To ensure proof of DBS and ID is provided by the invigilator before they are allowed to start work and to record DBS reference number and proof of ID
16. To set up exam rooms with candidate cards, oversee exam start, paper changeovers and the end of exams
17. To prepare examination materials, ensuring the security and confidentiality of the information
18. To check exam attendance and notify the Attendance Officer of non-attendees before exam start time, calling pupils and parents if necessary
19. To check and dispatch scripts, coursework and other assessment records as required ensuring the security and confidentiality of the information
20. Provide statistics on examination entries and results
21. Checking DFES and other examination statistics before publication
22. To process exam and assessment results and distribute on results days
23. To organise, collate and post exam certificates
24. To distribute certificates at presentation evenings
25. To respond as appropriate, to enquiries made in person, by telephone or written from internal and external sources

#### **Conditions of Service:**

Governed by the National Agreement on Pay and Conditions of Service, supplemented by local conditions as agreed by the governors

#### **Special Conditions of Service**

Because of the nature of the post, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended. Candidates are required to give details of any convictions on their application form and are expected to disclose such information at the appointment interview. Also as this post allows substantial access to children, candidates are required to comply with departmental procedures in relation to Police checks. If candidates are successful in their application prior to taking up post, they will be required to give written permission to the Department to ascertain details from the Metropolitan Police regarding any convictions against them and, as appropriate the nature of such convictions.

#### **Equal Opportunities**

The post holder will be expected to carry out all duties in the context of and in compliance with the School's Equal Opportunities Policies.

## Person Specification

**JOB TITLE:** Exam & Data Manager

### **A. Skills, experience and personal qualities**

1. Proven experience relevant to the post. **Essential**
2. Excellent numeracy skills. Good literacy skills. **Essential**
3. Proven experience of working collaboratively as part of a high impact and successful team. **Essential**
4. Excellent communication skills both orally and in writing. **Essential**
5. Ability to ensure that confidentiality and professional discretion is maintained at all times. **Essential**
6. Ability to word process and present documents to a high standard. **Essential**
7. Excellent IT skills. Comprehensive understanding on the use of software packages and other relevant packages (excellent knowledge in Microsoft Excel is a must). **Essential**
8. Knowledge on the use of the SIMS database. **Desirable**
9. Previous experience managing staff as you will need to managed invigilators **Essential**
10. Excellent interpersonal skills including the ability to handle situations with tact and sensitivity. **Essential**
11. Excellent organisational skills. Ability to manage and prioritise workload and respond effectively to working under pressure and to tight deadlines. **Essential**
12. Attention to detail and accuracy. **Essential**
13. Ability to assimilate information readily and speedily. **Essential**
14. A strong commitment to continuing professional development including learning new skills and IT programmes. **Essential**
15. Ability to find creative and innovative solutions to working more efficiently and effectively. **Essential**
16. Ability to work independently with own initiative on various ongoing projects. **Essential**
17. Ability to work flexibly and adapt to different projects. **Essential**
18. Excellent attendance and punctuality. **Essential**
19. Professional working ethic. Commitment to high standards. **Essential**
20. Awareness of current developments and regulations. **Desirable**

### **B. Qualifications and knowledge**

21. Recognised degree or equivalent relevant to the post. **Desirable**
22. Qualification(s) relevant to the post. **Essential**
23. A-level or equivalent qualifications. **Essential**
24. At least 5 GCSEs or equivalent including English and maths (grade C or above). **Essential**
25. Relevant and up-to-date professional development. **Desirable**
26. Understanding of the national curriculum and the education sector. **Desirable**
27. Understanding of child development and learning. **Desirable**
28. requires a sound knowledge of exams policy and procedures, including JCQ related information **Essential**

### **C. Safeguarding**

Display commitment to safeguarding and promoting the welfare of children and young people.