Job Description

Post: Exams Manager

Purpose

To challenge educational and social disadvantage by providing an efficient data and exams administration service in order to achieve the highest possible standards and prepare all our students to lead successful lives.

Duties and Responsibilities

- Work to the Principal's vision for all aspects of progress data, including assessment records; behaviour and attendance tracking; and reporting to parents.

- Accurately manage, maintain and analyse academy data.

- Prepare clear and accurate student data for a wide variety of stakeholders using Bromcom, 4Matrix and spreadsheets as appropriate.

- Assist the preparation and successful completion of Data Day each cycle.

- Provide support and training for staff in relation to data management and analysis.

- Oversee the organisation and administration of all external and some internal examinations, as required.

- Manage the data and examinations budget accurately and efficiently.

- Follow all guidelines and procedures laid down by examination boards and the Joint Council Qualifications.

- Ensure all entries are processed and checked for public examinations, working with the SENCO to fully support all students.

- Produce accurate reports of students on courses for examinations entry purposes.

- Lead on the recruitment and training of invigilation staff and ensure that all examinations are adequately set up and staffed.

- Distribute external examination results, dealing with queries arising from results and administering re-mark requests.

- Lead on the population and maintenance of the online room booking system as required.

- Use of Alps Connect to analyse data

- Line management of admin staff to support each exam series.

- Co-ordinate and help lead all in-year testing e.g. literacy screening tests, reading tests and GL Assessment.

- Oversee the production of reports for parents in line with the calendar.

- Support the timetabling process and, where necessary, in-year changes and the production of student timetables for in-year starters.

- Work with the Trust Admissions Officer to oversee the receipt of all aspects of data, particularly new intake data as well as ensuring in-year starters are processed quickly and efficiently.

- Ensure the academy is fully compliant and efficiently manages all aspects of data sources, including meeting GDPR guidelines.

- Maintain operating systems such as Bromcom and 4Matrix and ensure records are accurate and up to date.

- Work with other data administrators / managers across the Trust and keep up to date with the latest research and development.

- Maintain the utmost discretion and confidentiality.

- Participate in the academy coaching process.

- Engage fully in the academy appraisal process to fulfil personal potential and be able to participate effectively in the implementation of the academy's goals and improvement plan.

- Attend meetings / training and carry out administrative tasks and duties as specified on the academy calendar.

- Consistently implement all academy policies; contribute to decision-making and consultation procedures.

- Report any safeguarding concerns immediately to a Designated Safeguarding Lead.

- Carry out any other reasonable duties as requested by the Principal.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed annually.