

<b>Profile Title and Grade</b>	
Examinations & Data Manager Band 10 37 hours 200 days	<b>JOB ID; EXAM10</b>
<b>Reporting to</b>	
Assistant Headteacher – Curriculum & Assessment	
<b>Purpose of the role</b>	
To lead on the smooth running and administration of all internal and external examinations	
<b>Responsibilities</b>	
<p>The Post Holder will:</p> <ul style="list-style-type: none"> <li>• Line manage the Exams and Data Manager</li> <li>• Be responsible for examination entries for external examinations to the examination boards for public examinations</li> <li>• Liaise with subject leaders on pupil entries</li> <li>• Disseminate information about public exams to staff, pupils and their parents as appropriate, ensuring that effective communication procedures are in place with pupils, parents and teaching staff in respect of examinations</li> <li>• Liaise with staff, parents and pupils and deal with complaints and queries about public examinations</li> <li>• Develop and adapt school policies and procedures , ensuring the school meets statutory requirements</li> <li>• Develop and brief staff and pupils on examination procedures and to produce guidelines for staff and pupils, ensuring that pupils are aware of the Exam Boards requirements regarding their conduct whilst sitting examinations</li> <li>• Liaise with Examination Boards with regard to the administration of entries, coursework requirements, the conduct of examinations and examination results ensuring that Examination Boards/authorities are made aware of any special requirements for pupil/school and that appropriate provision is made</li> <li>• Be Lead Invigilator for larger/whole school examinations in KS4 and lead staff with KS3 examinations</li> <li>• Manage and lead staff supporting examinations within school</li> <li>• Arrange and support the recruitment and selection process for invigilators to ensure the school has an appropriate team to call upon</li> <li>• Be responsible for examination papers on site at the school</li> <li>• Be responsible for the safe and secure handling of personal documents required by the school for validation purposes</li> <li>• Be responsible for the administration of public examinations and to inform the appropriate person within the school concerning arrangements that need to be made for furniture lay out in examination rooms</li> <li>• Be responsible for the effective operation of exam administrative procedures</li> <li>• Be responsible for examination stationery</li> <li>• Check certificates prior to issue by the school</li> <li>• Plan and make arrangements for all internal examinations including timetabling, invigilation and cover</li> <li>• As required, receive, analyse and provide relevant statistics on examination entries and results to the School, Governors, LA and DfE</li> <li>• Undertake an analysis of examination results, making appropriate statistical references as required by the school to develop exam statistics that can be used for target setting, review,</li> </ul>	

public information and as a basis of raising achievement

- Make use of Fischer Family Trust data and Raiseonline data to analyse and make available to all staff
- Prepare data for use throughout school for target setting and raising achievement
- Use data to identify groups of pupils for intervention
- Calculate subject residuals from KS4 data
- Be responsible for the administration of Go4 Schools/SISRA data analysis programmes
- Keep abreast of best practice developments relating to data and information returned from the DfE and other statutory bodies
- Develop and implement reports for use by SMT, Year Leaders and subject leaders
- Be able to efficiently use IT systems and programs, particularly those in the Microsoft Office suite
- Develop constructive relationships and communicate with other agencies/professionals
- Engage with all pupils as directed by the school in line with the overall goals of the school and the needs of the pupils

#### Other

- Be aware of and support difference and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the school.
- Develop constructive relationships and communicate with other agencies/professionals where appropriate to the role.
- Share expertise and skills with others.
- Participate in training and other learning activities and performance development as required.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- Demonstrate and promote commitment to equal opportunities and to the elimination of behaviour and practices that could be discriminatory.
- Within a responsibility of a duty of care, comply with all policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be an effective role model for pupils by demonstrating and promoting the positive values, attitudes and behaviour expected from pupils.