



Post Title: Data & Exams Manager

Grade: Grade 6 – £25,801 to
£32,029 per annum FTE
(£23,433 to £29,253 pro
rata salary)

Hours: 37 hours per week, Monday to
Thursday – 8.00am to 4.00pm,
Friday 8.00am to 3.30pm
(including ½ hour unpaid lunch
break). Term time (38 weeks per
year) plus 3 additional week (to
be negotiated)

Job Purpose:

- To lead on the planning, development and delivery of student data, tracking and reporting.
- To work closely with the Deputy/Assistant Headteacher in the strategic management of data and exams needs, supporting all staff in meeting their data and exam requirements.

Description of Duties and Responsibilities:

Data, Assessment and Reporting

- Capture all data relating to student achievement at all stages using a variety of software and web-based packages including SIMS, Excel and 4Matrix
- Undertake analysis of data and provide reports on these
- Lead and develop the manipulation and communication of data in line with the school data calendar
- Timely, accurate and efficient production of reports/data
- Assist with the CPD needs of all staff within school with regards to data software and web-based packages.
- Ensure efficient receipt and provision of data and information for and from the Local Authority or Department for Education, eg. Census, KS2 data
- Construct, maintain and generate reports to parents
- Assist Subject Leaders and other staff in developing tracking systems using Excel or SIMS that meet their needs
- Independently resolve problems relating to data collection and reports to ensure smooth running of procedures
- Review and develop whole school data systems to track pupils progress
- Compile relevant data for Governors reports, School self-evaluation and marketing materials
- Ensure all data in school is compliant with GDPR
- To keep abreast of data management developments
- To attend meetings as appropriate, acting as the school's representative for data management administration.



Timetabling

- Work with the Deputy Headteacher to construct and schedule the timetable with Nova-T
- Maintain the timetable during the academic year
- Set up systems to process and analyse the Year 9 and 12 options process

Examinations

- Make available results data in an appropriate form for use by subject staff, students and other stakeholders
- Ensure all examinations and examination materials comply with exam board/JCQ guidelines
- Ensure the smooth running of all examinations
- Stay abreast of national changes in Examinations and Data; advise on their implications for school systems
- Ensure examination entries are linked with data management and these two components link seamlessly
- Ensure that licences for school data systems are evaluated and renewed in a timely manner through liaison with the Deputy/Assistant Headteacher
- Liaise with the Student Support Manager regarding Access Arrangements
- Manage and deploy a team of exam invigilators.

**AND such duties as are within the scope and the spirit of the job purpose,
the title of the post, and its grading.**

Special Requirements

The successful candidate will be subject to all necessary pre-employment checks, including enhanced DBS, prohibition check, qualifications (where applicable), medical fitness, identity and right to work.

This Academy is committed to safeguarding and promoting the welfare of children and young people/vulnerable adults and expects all staff and volunteers to share this commitment.

All posts within this Academy are exempted under the Rehabilitation of Offenders Act 1974 and, as such, appointments to these posts will be conditional upon receipt of a satisfactory response to a check of police records via The Disclosure and Barring Service. A copy of the Academy's Safeguarding & Child Protection Policy can be found on the Academy's website <http://www.westcoventryacademy.org>.

All duties and responsibilities must be carried out with due regard to the Academy's Health & Safety Policy and Health & Safety at Work Act.



Post holders will be accountable for carrying out all duties and responsibilities with due regard to the Academy's Equal Opportunities Policy.

Duties which include the processing of any personal data must be undertaken to comply with the Data Protection Act 1998.

Postholders will be expected to comply with the Academy's ICT & Social Media Policy.

PLEASE NOTE
WEST COVENTRY ACADEMY
IS A NON SMOKING SITE

SUPERVISION RECEIVED	
Name:	Sam Tasker (or successor)
Post Title:	Assistant Headteacher
Or Alternatively:	Ana Neofitou - Headteacher

LEVEL OF SUPERVISION*

Regularly supervised with work
Checked by Supervisor.

Left to work within established guidelines,
Subject to scrutiny by supervision.

Plan own work to ensure the meeting
of defined objectives.

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Employee Signature: _____

Date: _____

Line Manager Signature: _____

Date: _____