

# Job Profile Exams and Data Manager

Grade: 7

Date established: November 25

35 hours per week. 38 weeks plus 5 INSET days (requirement for 2 days to be worked in the summer)

## Core Purpose:

- To be responsible for the efficient, effective and compliant running of all KS4 external examinations and assessments
- To monitor, analyse and report on all aspects of student data (including but not limited to assessment and attendance), using the school's management information systems (SIMS and CPOMS)
- To act as the school's data protection officer

## Main duties and responsibilities include:

### Exams

- Lead, organise and administer all external exams in line with JCQ and awarding body guidelines, including collating and submitting entries
- Work with key staff across centres to ensure the secure storage and handling of exam papers and materials
- Liaise with curriculum leaders and centre managers to coordinate exam logistics including roomings, timings and exam materials
- Ensure that appropriate training has been undertaken by all staff invigilating exams
- Work with the SEND team to ensure that all exam access arrangements are known and planned for, maintaining accurate records
- Apply for special consideration or emergency arrangements as needed
- Update school policies and procedures annually in line with any regulatory changes
- Actively support the head of centre in co-operating with the JCQ Centre Inspection Service, an awarding body or a regulatory authority when subject to an inspection, an investigation or an unannounced visit
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### Data

- Produce timely data reports as requested by senior leaders, including exams results analyses
- To act as the overall systems manager for SIMS
- Complete, reconcile and submit the school's student censuses and statutory returns to the local authority/DfE
- To be the primary contact for Freedom of Information and Subject Access Requests
- Liaise with the LA Data Protection Officer regarding any data protection questions or concerns

## Special Conditions

- This post is term time plus Inset days (39 weeks); **the postholder will be required to work for 2 days during the summer holidays for the KS4 results** and this time can be taken in lieu at other times during the school year
- The post-holder will be allocated a base of work and will be reimbursed for mileage when asked to carry out work duties at other within the Altus School.
- The position is subject to an enhanced Disclosure and Barring Service Enhanced check, and you will be asked to apply for a disclosure certificate if you are offered the position.
- All data and information must be treated as confidential.

Criteria	Essential	Desirable
Education		
Level 2 Literacy and Numeracy qualification	E	
Level 3 qualification		D
Knowledge and skills		
Knowledge of exams systems and processes	E	
Knowledge of and skilled use of Microsoft packages	E	
Ability to be able to work under pressure, meet deadlines, demonstrating flexibility and ability to embrace change	E	
Ability to develop good professional working relationships with external bodies including exam boards and JCQ	E	
Knowledge and understanding of the SEND Code of Practice and exam access arrangements		D
Ability to be able to work under pressure, meet deadlines, demonstrating flexibility and ability to embrace change	E	
Can work independently, unsupervised and manage time efficiently	E	
Can work collaboratively as part of a team	E	
Ability to take responsibility, work autonomously within agreed boundaries and expectations	E	
Experience		
Experience of working in a school environment	E	
Experience of exams systems and processes	E	
Experience of working with vulnerable groups, including SEND students or those with behaviours that challenge		D
Safeguarding		
Demonstrate a clear understanding of roles and responsibilities of duty of care and safeguarding	E	
Demonstrate a clear understanding of roles and responsibilities with regard to safe working practices	E	
Have a proven record of meeting professional standards and being an outstanding role model at all times	E	
Safeguarding and Child Protection training		D
Other		
Driving license and willingness to travel	E	