



# St Augustine's Catholic College

Wingfield Road • Trowbridge • Wiltshire • BA14 9EN

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## JOB DESCRIPTION

- Job Title:** Exams and Data Manager
- Grade:** H 15-17 £24,313 - £26,317 pro rata  
Term time only plus 2 weeks £21,697 - £24,008
- Reports to:** Deputy Head
- Job Purpose:** To develop, oversee and maintain a data/information strategy which will support the Academy's Development Plan, through the provision of accurate data, analysis of data and preparation of complex reports.  
To be responsible for the efficient and effective professional administration, organisation and management of internal and external examinations within the Academy.

### Main Duties / Responsibilities: Data

#### Organisation

- Working alongside the Assistant Head Teacher and Head Teacher, and in liaison with other members of staff, complete appropriate returns of information to the DfE and other statutory bodies (including Staff / Student Census) and assist with processing of information returned from the DfE and other statutory bodies (Table Checking, First Rush Data, etc.)
- Keep abreast of best practice developments relating to data and information in order to ensure that internal procedures and processes are most effective (Data Manager network meetings, DofE, ALPS, ALIS+ email updates)
- Have overall responsibility for ensuring the Academy has an integrated MIS approach eg. ensuring consistency, accuracy, integrity and timeliness of data input to the Academy's management information system
- Make appropriate preparations to ensure that the Academy management information system is ready for the beginning of each academic year eg. carrying out year-end procedure (promotion, SIMS course manager)
- Oversee the processing of assessment data, i.e. accurate student performance information is available each term, and as required on an ad hoc basis (SISRA)
- Provide management information and student statistics to the Senior Leadership Team, middle leaders and external bodies as required
- Employ effective forecasting techniques to set Academy targets, liaising with staff who prepare student reports to parents (FFT Aspire setup)
- Have an understanding and ensure that the Academy complies with the requirements of the Data Protection Act and carry out work in accordance with these requirements
- Working with the IT Network Manager to ensure the correct security and backup of all information systems software

## **Administration**

- Provide advice guidance and daily management of the Academy management information system, SIMS and the student performance tool, SISRA.
- Analyse and evaluate data/information and produce reports/information/data as required within timescale
- Complete and submit complex forms, returns etc
- Undertake typing and word-processing and complex IT based tasks, databases and spreadsheets are customised to meet the information / data needs
- Data reports are presented in user friendly and easy to interpret manner

## **Resources**

- Operate relevant equipment/complex ICT packages (e.g. SIMS, Microsoft Office, Advanced Excel, SISRA)
- Provide advice and guidance regarding the Academy data processes to staff, pupils and others
- Liaise with the Network Manager and share in tasks to support the Academy's IT and MIS strategies (e.g. Member of the Digital Strategy group)
- Investigate any discrepancies or anomalies in data and report findings to end-users

## **Main Duties / Responsibilities: Exams**

- To collect and disseminate appropriate information from teaching staff as regards examination entries
- Overall responsibility for all links with external examination and awarding bodies
- To organise and administer examination timetables and schedules for invigilators and students including invigilation timetables, clash reports, seating plans and session lists
- To ensure appropriate levels of security for all examination materials
- To organise a team of external invigilators
- To oversee appropriate training for external invigilators
- To manage appropriate publication, distribution and dissemination of examination results
- To manage the College SIMS examinations database
- To compile, check, amend and issue any necessary reports or returns to external agencies
- To liaise with the Finance Department regarding examination fees
- To verify invoices from examination and awarding bodies and authorise appropriate payment
- To manage the payment of any necessary examination fees by students
- To attend meetings of Awarding Bodies and other appropriate organisations to keep up to date with changes to regulations, be advised of the latest developments and best practice

## **General**

The post holder may be required to perform duties other than those given in the job description for the post. The particular duties and responsibilities attached to posts may vary from time to time without changing the general character of the duties or the level of responsibilities entailed. Such variations are a common occurrence and would not themselves justify the re-evaluation of the post. In cases, however, where a permanent and substantial change in duties and responsibilities of the post occurs, consistent with a higher level of responsibility, then the post would be eligible for re-evaluation