

## Job Description

### Post: Data and Exams Manager

#### Purpose

To challenge educational and social disadvantage in the North.

#### Duties and Responsibilities

- Live the mission, values and drivers every day.
- Process all aspects of applicants and student data including assessment information as directed.
- 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, analyse and report academy data.
- Liaise with heads of faculty to produce subject specific data and provide staff support / training in relation to data management and analysis.
- Lead on the preparation of systems for reporting to parents.
- Oversee the organisation and administration of all external and key internal examinations, as required.
- Follow all guidelines and procedures laid down by examination boards and the Joint Council Qualifications.
- Co-ordinate and help lead all in-year testing e.g. literacy screening tests, reading tests and GL Assessment.
- Manage the data and examinations budget accurately and efficiently.
- Manage the timetabling process and, where necessary, in-year changes and the production of student timetables for in-year starters.
- Manage the texting service to send messages to stakeholders.
- Oversee the production of progress and achievement reports for parents in line with the event / academic calendars.
- Design and implement processes to ensure the efficient in year timetable of student enrichment choices.
- Produce accurate reports of students on courses for examinations entry purposes.
- Collate and coordinate academy requirements for cover / supply.
- Manage the receipt of all aspects of data, particularly new student data, and ensure in-year starters are processed efficiently.
- Ensure submission of the school census returns and other data to appropriate third-party analysis services are completed accurately and on time.
- Ensure the academy is fully compliant and efficiently manages all aspects of data sources.
- Work to the direction of the Trust in ensuring the academy is GDPR compliant.
- Maintain operating systems, such as CEDAR and 4Matrix, and ensure records are accurate and up to date.
- Populate and maintain the online room booking system, as required.
- Engage fully in our trust's professional growth process to fulfil personal potential and be able to participate effectively in the implementation of the trust strategic big moves.
- Attend meetings / training and carry out administrative tasks and duties as specified on the trust calendar.
- Consistently implement all trust policies and 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.***