



# BOROUGHBRIDGE HIGH SCHOOL

## JOB DESCRIPTION

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| <b>POST:</b>           | <b>Data Manager and Exams Officer</b>   |
| <b>GRADE:</b>          | Grade H (Scp 18–23)   |
| <b>CONTRACT TERM:</b>  | Permanent<br>Term Time Only (including Training Days) Plus 2 weeks including the time around GCSE/A Level Results Days.<br>(No holidays will be taken during term time unless under exceptional circumstances and with prior agreement of the Headteacher)  |
| <b>RESPONSIBLE TO:</b> | Associate Assistant Head – Curriculum, Planning and Performance   |
| <b>STAFF MANAGED:</b>  | None  |
| <b>JOB PURPOSE:</b>    | <p>The core focus of this job is to control, in conjunction with the Senior Leadership Team, the strategic management of whole school data, including the efficient and effective delivery of the school's assessment, recording, reporting and tracking systems. The post will have responsibility for the supervision of employees involved in the whole school data management process.</p> <p>An extensive knowledge of Excel and school data systems is paramount to the successful delivery of this role and the ability to run the school's data management systems will be required.</p> <p>To be responsible for the efficient and effective running of all internal and external examinations within the school, including liaising with staff, students, parents, invigilators and examination boards.</p> |

### ACCOUNTABILITIES / MAIN RESPONSIBILITIES

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| <b>Operational and Resource Management</b> | <p><b>DATA MANAGEMENT</b></p> <ul style="list-style-type: none"> <li>• Develop and manage data within the school's management information system, and associated and related data packages, ensuring its completeness and accuracy.</li> <li>• Use Excel at an advanced level in order to manipulate data to produce detailed and complex reports.</li> <li>• Download results and create reports on A Level and GCSE Results Days and organise the distribution of results to students, responding to student and parental queries.</li> <li>• Develop the school's MIS to suit the needs of the school to analyse and report on the outcomes, progress, attitude to learning, behaviour and attendance of individual students and cohorts of students, at regular times throughout the year.</li> <li>• Through data analysis, be able to identify potential areas for raising achievement interventions</li> <li>• Use the MIS to develop marksheets, templates and grade sets etc for your own use and the school as a whole.</li> <li>• In conjunction with the Headteacher and SLT, support the development of tracking systems and maintain them accordingly, in order that the school tracks the progress of all students effectively.</li> </ul> |
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- Work with the Office Manager on QAN information for Census returns.
- Assist with DfE tables checking.
- Offer technical assistance and day-to-day support to staff with regard to the school's MIS and associated data packages.
- Complete all necessary data checking exercises for the DfE and LA
- Be responsible for the school's reporting to parents processes
- Explore and develop, in conjunction with SLT, software applications to facilitate school operations and data management.
- Produce data related documents for the school including analysis on examination entries and results.
- Work in partnership with the IT Manager as required
- Support the work of the Pastoral Team and SLT
- Undertake general administrative and clerical tasks where required.

### **ONLINE/ORGANISATIONAL ACTIVITIES**

- Collaborating with the Administration Team and other key members of staff.
- Utilising school media to develop communication streams and additionally promote the school.
- In emergency situations, assist the Headteacher/Senior Leadership Team in publishing emergency notices via social and online media.
- Plan alternative timetables and staffing for re-timetable days including Year 6 Induction, internal exams and collapsed timetables.
- Generate the school calendar and ensure that the online version is up to date.
- To deputise for organising cover in the absence of the Cover Manager.

### **EXAMS OFFICER**

- Ensure that the school complies with the examination board rules, ensuring that exams are invigilated in a way that meets the exam board requirements and provide advice and guidance on the examination board rules and regulations to staff, students and, where necessary, parents. This includes AS/A level, GCSE and BTEC.
- Create policies for all exam related procedures.
- Complete examination entries and store securely and send completed exam papers to examination boards by deadlines.
- Training the invigilator team to ensure they are aware of the JCQ guideline including refresher training for existing invigilators.
- Coordinate team of invigilators to ensure that exams are thoroughly prepared for including setting up the room, attendance registers, storing papers securely, providing and checking seating plans and stationery.
- Deploy invigilators to ensure that all room are invigilated in accordance with examination board guidelines.
- Organise appropriate arrangements for the support of candidates with special examination requirements including those for SEND students through liaison with the SENCO. Assist SENCO with LUCID testing.

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|                            | <ul style="list-style-type: none"> <li>• Create effective information systems for the recording of exams and results.</li> <li>• Coordinate and request any reviews of marking after exams.</li> </ul>  |
| <b>Communications</b>      | <ul style="list-style-type: none"> <li>• Communicate effectively with all children, young people and parents. Provides advice and disseminates examination information to staff, students and parents/carers including exam timetables, guidelines and querying results.</li> <li>• Liaise with all areas of the school including Heads of Department for student entries and outside organisations including examination boards to ensure that accurate administration of all examinations including ensuring compliance with examination boards rules and NEA requirements.</li> </ul>  |
| <b>Resource Management</b> | <ul style="list-style-type: none"> <li>• Manage the examination budget</li> <li>• Organise exam invigilators including timetabling, allocation of work, training and ensuring up to date information is provided to them.</li> <li>• Responsible for the safe storage of the examination papers, examination certificates and examination results including maintaining records.</li> </ul>   |
| <b>Safeguarding</b>        | <ul style="list-style-type: none"> <li>• To be committed to safeguarding and promote the welfare of children, young people and adults, raising concerns as appropriate</li> </ul>   |
| <b>Data Protection</b>     | <ul style="list-style-type: none"> <li>• To comply with the County Council's policies and supporting documentation in relation to Information Governance this includes Data Protection, Information Security and Confidentiality.</li> </ul>  |
| <b>Health and Safety</b>   | <ul style="list-style-type: none"> <li>• Be aware of and implement your health and safety responsibilities as an employee and where appropriate any additional specialist or managerial health and safety responsibilities as defined in the Health and Safety Policy and Procedure.</li> <li>• To work with colleagues and others to maintain health, safety and welfare within the working environment.</li> <li>• Follow the school's Health &amp; Safety Policy.</li> </ul>   |
| <b>Equalities</b>          | <ul style="list-style-type: none"> <li>• We aim to make sure that services are provided fairly to all sections of our community, and that all our existing and future employees have equal opportunities.</li> <li>• Within own area of responsibility work in accordance with the aims of the Equality Policy Statement</li> </ul>   |
| <b>Flexibility</b>         | <ul style="list-style-type: none"> <li>• Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.</li> <li>• North Yorkshire County Council provides front line services, which recognises the need to respond flexibly to changing demands and circumstances. Whilst this job outline provides a summary of the post, this may need to be adapted or adjusted to meet changing circumstances. Such changes would be commensurate with the grading of the post and would be subject to consultation. All staff are required to comply with the County Council Policies and Procedures.</li> <li>• Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.</li> </ul> |

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| <b>Customer Service</b>   | <ul style="list-style-type: none"> <li>• The County Council requires a commitment to equity of access and outcomes, this will include due regard to equality, diversity, dignity, respect and human rights and working with others to keep vulnerable people safe from abuse and mistreatment.</li> <li>• The County Council requires that staff offer the best level of service to their customers and behave in a way that gives them confidence. Customers will be treated as individuals, with respect for their diversity, culture and values.</li> </ul> |
| <b>Other Requirements</b> | <ul style="list-style-type: none"> <li>• Participate in training and continuous professional development as required.</li> <li>• Participate in the induction and further training of new staff.</li> <li>• Maintain an understanding of the development of software, online solutions and social networking related to the roles and areas of responsibility.</li> <li>• Participate in the school's performance management scheme, ensuring that performance standards and targets are set and met within the agreed timescale.</li> </ul>                   |
| <b>Date of Issue</b>      | April 2022   |

## **PERSON SPECIFICATION**

### **JOB TITLE: Data Manager and Exams Officer**

| <b>Essential upon appointment</b>  | <b>Desirable on appointment</b> (if not attained, development may be provided for successful candidate)  |
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| <b>Qualifications</b> <ul style="list-style-type: none"> <li>• GCSE/Level 2 (or equivalent) English (A, D)</li> <li>• GCSE/Level 2 (or equivalent) mathematics (A, D)</li> </ul>   | <ul style="list-style-type: none"> <li>• A Level / Level 3 (or equivalent) qualification in ICT (A, D)</li> </ul>  |
| <b>Experience</b> <ul style="list-style-type: none"> <li>• A minimum of 2 years' experience in a similar or same role in education (A, I, T)</li> <li>• Experience of producing accurate data for reporting and assessment (A, I, T)</li> <li>• Creating and maintaining data capture and data entry templates (A, I, T)</li> </ul>  | <ul style="list-style-type: none"> <li>• Experience of managing and developing data systems (MIS) and, in particular, BROMCOM (A, I, T)</li> <li>• Experience of the examination process and adhering to exam compliance, procedures and codes (A, I)</li> <li>• Information gathering (A)</li> </ul>  |
| <b>Skills and Knowledge</b> <ul style="list-style-type: none"> <li>• Advanced analytical and statistical skills (A, T)</li> <li>• Excellent organisational skills (I, T)</li> <li>• Problem solving skills and the ability to find practical solutions. (A, I, T)</li> <li>• High level ICT skills including the use of a number of software packages e.g. Microsoft Office and advanced knowledge of Excel (A, I, T)</li> <li>• Good written and verbal communication skills: able to communicate effectively and clearly with a range of staff, students and parents (A, I, T)</li> <li>• Ability to make high quality reasoned decisions based on available information (I, T)</li> </ul> | <ul style="list-style-type: none"> <li>• Skilled user of MIS including Bromcom (A, I, T)</li> <li>• Evidence of keeping up to date with data systems and technology/online systems (A, I)</li> <li>• Knowledge of national assessment systems and current changes (I )</li> <li>• Knowledge and understanding of awarding organisations and the regulatory framework for administering examinations (A, I)</li> <li>• Knowledge of invigilation procedures (A, I)</li> </ul> |

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| <ul style="list-style-type: none"> <li>• Resilience and the ability to deal with fluctuations in work load (I, T)</li> <li>• Ability to work well under pressure (I, T)</li> <li>• Efficient, accurate and excellent attention to detail (I, T)</li> <li>• Ability to manage time to work to strict guidelines (I, T)</li> <li>• Ability to maintain confidentiality (A, R)</li> </ul> |  |
| <p><b>Personal qualities</b></p> <ul style="list-style-type: none"> <li>• Self motivated (A, I, R)</li> <li>• Conscientious (A, I, R)</li> <li>• Ability to work on own initiative and as part of a team (A, I, R)</li> </ul>  |  |

This post is subject to enhanced DBS clearance.

**Key: A = Application   I = Interview   R = Reference**  
**D = Document   T= Task**