



## Job Description and Person Specification Data and Examinations Manager



<b>Post Title:</b>	Data and Examinations Manager
<b>Responsible to:</b>	Assistant Headteacher (Quality of Education)
<b>Responsible for:</b>	Ensuring the delivery of efficient and effective services for Data, Examinations and other academic logistical support.
<b>Grade</b>	Band I, 37 hours per week, 207 days per year Actual Salary from April 2022: £31,564 to £34,007

### Main Purpose of Job

To provide high quality, wide ranging Data and Examinations services for the Academy (and Trust where appropriate).

The post holder will be a key manager in the Academy and will work positively and proactively in respect of data, exams, cover, logistics and **curriculum** administrative support.

The post holder will work in collaboration with a range of staff across the Academy in the discharge of their duties and will at all times work within and contribute to the legal, regulatory and policy frameworks of the Academy and wider Trust.

For the purposes of this Job Description and Person Specification, Trust is Inspire Trust and all Academies working within the Trust. All duties outlined below are the responsibility of the post holder who will be accountable for delivery. Where there is specific connectivity with another post or the lead responsibility for an activity lies with another member of staff this is stated and will be expanded on in the Operational Schedule (or procedures) for this post.

### Main Duties of the Post (including Leadership, Accountabilities and Operational Activities).

**A = Accountability (which means being responsible for something to somebody)**

**L = Leadership (guide, direct and influence the outcomes of)**

**O = Operational (day-to-day management and control of these activities)**

1.	<b>Role Specific Duties and Responsibilities</b>		<b>A</b>	<b>L</b>	<b>O</b>
1.1	Manage the Data, Examinations and Curriculum Administrative Support Services for the Academy (and Trust where appropriate) in line with internal policies and procedures and external policy, procedure and guidance (specifically Examination Board requirements and DfE statutory and regulatory requirements). The post holder will work under the strategic leadership of and as directed by the Assistant Headteacher (Quality of Education). This includes:		√	√	√
	1.1.1	Develop the Framework, Development and Operational Plans for Data, Examinations (internal and external) and Curriculum Administrative Support Services for the Academy in line with the Trust Model and ensure that all team members have an active and robust Service Delivery Plan. Develop relevant internal policy and procedure and review and update as appropriate.	√	√	√
	1.1.2	<p>Provide leadership and management to the team; the current team consists of:</p> <ul style="list-style-type: none"> <li>● Assistant Examinations Officer and Cover Manager</li> <li>● Academic Services Administrator</li> <li>● Invigilators</li> </ul> <p>Lead, manage and direct the team; taking operational responsibility for deploying them effectively to meet the demands of the Academy.</p> <p>Ensure that the team develop and update regularly their skills and knowledge both individually and as a team so that they can provide 'outstanding, effective and robust' services to the Academy.</p>	√	√	√
	1.1.3	Plan, develop and deliver all aspects of the Academy internal and external examinations with direction from the Assistant Headteacher and support from the Assistant Examinations Officer.	√	√	√
	1.1.4	Plan, develop and deliver all aspects of pupil data management and analysis using the systems provided (this may include introducing and implementing new systems).	√	√	√
	1.1.5	Plan, develop and deliver the reporting suite and schedule of all services (data, exams, curriculum support and cover).	√	√	√
	1.1.6	Manage the interface for returns and information update between the Academy (and where appropriate the Trust) and external bodies including DfE, LA and Examination boards (this includes updating relevant on line systems).	√	√	√
	1.1.7	Take responsibility for the appropriate use of all resources, including budget (exams, cover, administration, software etc ) and monitoring in line with the Academy principles on best value and development plans.	√	√	√
	1.1.8	Create positive and supportive working relationships within the Academy; assist with problem resolution by advising on required inputs and outputs.	√	√	√
	1.1.9	In consultation with the Assistant Headteacher (Quality of Education) determine specific goals providing detailed development plans for the	√	√	√

		accomplishment of these goals. Ensure plans are rigorous and fully documented to ensure timely implementation.			
	1.1.10	Responsible for ensuring the provision of technical support for the use of inputs to and outputs from Academy's key systems (in particular SIMS, GO4Schools, Exams Organiser).	√	√	√
	1.1.11	Analyse processes and services identifying alternative solutions and recommending new approaches. Help establish requirements for the implementation of change for the team and where appropriate across the Academy staffing networks.	√	√	√
	1.1.12	Ensure compliance with any relevant Safeguarding, Records Management, GDPR and Health and Safety procedures and raise awareness amongst staff, pupils and other users.	√	√	√
	1.1.13	Be accountable for and routinely review the Records Management Schedule for the service ensuring that this is understood by the team and discharged appropriately.	√	√	√
	1.1.14	Manage administrative, data and logistical projects involving the selection, development and implementation of staff, systems and procedures to enable the Academy (and where appropriate the Trust) to improve its existing support and achieve the key educational and administrative goals.	√	√	√
	1.1.15	Through line management advise on a regular basis on the progress of development and implementation of projects.	√	√	√
	1.1.16	Support academy development by contributing to the Induction and ongoing development of a range of new staff.	√	√	√

<b>2</b>	<b>Generic Duties and Responsibilities</b>				
2.1	Comply with all Trust policies and procedures and work in accordance with the Code of Conduct for Staff.				
2.2	All employees will be asked to work at their level on pupil/student interventions to meet the needs and targets of the Trust. For support staff this will include First Aid (training will be provided).				
2.3	Be aware of and support differences and ensure all pupils, students and staff have equal access to opportunities to learn and develop.				
2.4	Participate and contribute to Talent Development and the development of Service Delivery Plans and Operational Schedules.				
2.5	All employees will undertake regular and routine continuing professional development (including attendance and contribution to internal Training and Planning events) to ensure that they develop and recognise their own strengths and areas of expertise and use these to achieve and support others and the aims of the Trust.				
2.6	Be aware of and comply with policies and procedures relating to safeguarding, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person in accordance with policy.  During the current pandemic: Undertake risk assessments; implement and make modifications to role specific Health and Safety procedures as appropriate.				
2.7	Contribute positively to the overall ethos / aims of the Trust including participation in appropriate networks and projects.				

2.8	Establish constructive relationships and communicate with others (inside and external to the Trust).
2.9	Organise and support Academy and Trust events as requested.
2.10	Any other reasonable and appropriate duties as directed by Senior Staff at any Trust Academy.
2.11	All staff are required to work in a way that encourages a positive work environment that is solution focused and proactive for all. As a senior support staff manager you will support, mentor and act as a role model for all staff.

**Excellent standards of behaviour, respect and learning depend upon the ‘tone’ set by all members of the Trust community. We build upon our strengths – together!**

### Person Specification

**Post: Data and Examinations Manager**

The Trust is committed to safeguarding and promoting the welfare of children and young people, and expects all staff, other workers and volunteers to share this commitment.

		Essential	Method of Assessment
<b>1</b>	<b>Qualifications / Training / Experience</b>		
1.1	GCSE A*-C in Mathematics, English	√	AF/CQ
1.2	Educated to degree level or hold a relevant qualification at level 5 or above (with an emphasis on analytics, logistics and systems knowledge and experience)	√	AF/CQ
1.3	Evidence of skills and experience in a data / exams educational setting or similar that suggests suitability for the post.	√	AF/I/R
<b>2</b>	<b>Skills and Aptitudes</b>		
2.1	Be able to evidence the following skills and aptitude at an advance level suitable to the post: <ul style="list-style-type: none"> <li>i. Data recording, manipulation and analysis and the numeracy skills that underpin this.</li> <li>ii. Organisational Skills that suggest capabilities in delivering successful examinations, cover and other logistical services.</li> <li>iii. IT skills in the development and delivery of services and reporting (Excel at advanced level is essential, transferable skills in customised software systems are essential – we currently use SIMs, Go4Schools and other external data systems including exam boards and DfE).</li> <li>iv. Communication skills that are effective in a dynamic and fast moving environment.</li> </ul>	√	AF, CQ, R, I
2.2	Must be able to multitask and develop knowledge and understanding in a wide range of support services to the	√	AF/I/R

	Academy (including understanding the educational framework).		
2.3	Ability to relate well to and respect a range of stakeholders including staff at all levels / pupils / governors and directors and act as a role model at all times.	√	AF/I/R
2.4	The ability to work within recognised procedures and respond to unexpected problems and situations positively and proactively.	√	AF/I/R
2.5	Ability to deal with confidential and sensitive information with tact and discretion applying data protection and data sensitivity principles at all times.	√	AF, CQ, R, I
<b>3</b>	<b>Mandatory Requirements</b>		
3.1	A DBS check at an enhanced level must be undertaken by all candidates and be satisfactory as a condition of employment with Inspire Trust.	√	DBS Check
3.2	Education posts are exempt from the Rehabilitation of Offenders Act, 1974; all current convictions, cautions and bindovers must be declared on the application form or provided in a sealed envelope addressed to the Headteacher. The 2013 amendments to the Act allow that minor spent convictions, cautions and bindovers do not need to be declared.	√	AF/R
3.3	References that confirm suitability to work with children, reference must be provided from current/most recent employer. References will not be accepted from members of candidate's families or acting purely as a friend.	√	AF/R
<b>4</b>	<b>Physical Requirements</b>		
4.1	Health and physical capacity for the role.	√	I, R
4.2	A good attendance record in current employment, (not including absences resulting from disability)	√	I, R

## 5. Effective Behaviours

The Trust looks for evidence from all candidates of effective behaviours which we value and have found to be consistent with high performance. Part of our selection process will be to assess whether candidates can demonstrate that they have exhibited these behaviours in their current or previous employment, education, voluntary or other activity. Candidates are advised to read the following carefully and provide examples of these in the 'Information in Support of the Application' section of the application form. Candidates should be prepared to discuss these in the interview process.

5	<b>Effective Behaviours</b>	<b>Method of Assessment</b>
5.1	<b>Managing self and personal skills:</b> Willing and able to assess and apply own skills, abilities and experience. Being aware of own behaviour and how it impacts on others.	A/I/R

5.2	<b>Delivering excellent service:</b> Providing the best quality service to all pupils and staff and to external customers e.g. clients, suppliers. Building genuine and open long-term relationships in order to drive up service standards.	A/I/R
5.3	<b>Finding innovative solutions:</b> Taking a holistic view and working enthusiastically and with creativity to analyse problems and develop innovative and workable solutions. Identifying opportunities for innovation.	A/I/R
5.4	<b>Embracing change:</b> Adjusting to unfamiliar situations, demands and changing roles. Seeing change as an opportunity and being receptive to new ideas.	A/I/R
5.5	<b>Using resources:</b> Making effective use of available resources including people, information, networks and budgets. Being aware of the financial position of the Trust and impact of decisions on this.	A/I/R
5.6	<b>Engaging with the big picture:</b> Seeing the work that you do in the context of the bigger picture e.g. in the context of what the Trust and each Academy are striving to achieve and taking a long-term view. Communicating vision clearly and enthusiastically to inspire and motivate others. Appreciating the role of others, their impact on you and your impact on them.	A/I/R
5.7	<b>Developing self and others:</b> Showing commitment to own development and supporting and encouraging others to develop their knowledge, skills and behaviours to enable them to reach their full potential for the wider benefit of the Trust.	A/I/R
5.8	<b>Working with people:</b> Working co-operatively with others in order to achieve objectives. Demonstrating a commitment to diversity and applying a wider range of interpersonal skills.	A/I/R
5.9	<b>Achieving results:</b> Planning and organising workloads to ensure that deadlines are met within resource constraints. Consistently meeting objectives and success criteria.	A/I/R

**Key to abbreviations:**

**AF** Application Form, **R** References, **I** Interview, **CQ** Certificate of Qualification, **OT** Occupational Testing (this method of assessment is optional but if used it may be at the shortlisting or interview stage – candidates will be informed), **DBS** Disclosure and Barring Service Check.

This specification has been prepared in accordance with the requirements of the Trust's Equal Opportunities in Employment Policy. We undertake to make any 'reasonable adjustments' to a job or workplace to counteract any disadvantages a disabled person may have.