

Data & Examinations Manager

Job title	Data & Examinations Manager	Contract	Permanent, full-time, during 38 week term plus one week + 5.6 weeks paid leave.
Grade	Support Staff Scale S18 – Salary £27,692 (£32,376 if full time)	Reports to	Deputy Headteacher & Headteacher

Purpose of the role

- Lead the school's management of student, curriculum, attendance, assessment and examination data, ensuring information is accurate, secure and used effectively.
- Plan and deliver internal and external examinations in full compliance with JCQ and awarding body requirements.
- Provide senior leaders with reliable analysis and reporting to support school improvement and statutory obligations.

1. Data Manager: key responsibilities

- Own the quality, security and maintenance of student, staff and curriculum data, and develop efficient data processes and procedures.
- Manage assessment collection cycles, validate data and produce clear reports and dashboards for senior leaders, governors, teachers and other stakeholders.
- Analyse attainment, progress, attendance and behaviour information; support departments with examination and assessment analysis, including Progress 8, Attainment 8 and FFT reporting.
- Lead statutory returns, including School Census, Workforce Census, examination returns and DfE, ESFA and Local Authority requirements, ensuring accuracy and deadlines are met.
- Administer the MIS, including accounts, permissions, academic-year structures, curriculum/timetable records, admissions and student transitions, including Year 6 to Year 7 transfer data.
- Provide staff guidance and training on information systems, data quality and effective use of school information.
- Provide regular and ad hoc analysis for school improvement, self-evaluation, Ofsted preparation, governors, department reviews and monitoring of Pupil Premium and vulnerable groups.
- Maintain compliance with GDPR, data protection requirements and school data policies.

2. Examinations Officer: key responsibilities

- Act as the school's designated Examinations Officer, planning and administering all internal and external examinations in line with current JCQ and awarding body regulations.
- Manage candidate registrations and examination entries, working with Directors of Learning and Subject Leads to ensure specifications, entries, forecast grades, coursework marks and NEA information are accurate and submitted on time.
- Produce examination timetables; resolve clashes; organise rooms, staffing, resources, contingency sessions and emergency arrangements.
- Work with the SENDCo and inclusion team to identify, apply for, record and correctly implement examination access arrangements.

- Recruit, train, deploy and supervise invigilators, maintaining appropriate standards and compliance.
- Manage the secure receipt, storage and distribution of examination materials; oversee examination sessions and the checking and dispatch of completed scripts; respond to irregularities and emergencies.
- Coordinate results days, results distribution, post-results services and examination certificates, maintaining secure examination records.
- Maintain examination policies and procedures and prepare for and manage JCQ inspections.

3. General responsibilities

- Promote the school's vision, values and ethos and act as an ambassador for the school.
- Maintain confidentiality and follow safeguarding, health and safety, GDPR and all relevant school policies.
- Participate in appraisal, professional development and training; support school events and undertake other duties appropriate to the grade and responsibility of the post.

Person specification

Area		Requirements
Qualifications	Essential	GCSE Grade 4/C or equivalent in English and Mathematics; evidence of continuing professional development; strong ICT qualifications or equivalent experience.
Experience	Essential	School or educational setting; managing and analysing large datasets; using an MIS; producing performance reports; examination administration; working with examination boards/regulatory bodies; confidential information and strict deadlines.
Knowledge	Essential	Safeguarding; school MIS; GDPR and data protection; Excel and data analysis; DfE statutory returns and census processes; JCQ and awarding body requirements; school performance measures.
Skills	Essential	Highly organised and accurate; strong numerical, analytical, ICT and communication skills; able to interpret complex information clearly, prioritise competing deadlines, work independently and collaboratively, and remain effective under pressure.
Desirable	Desirable	Degree or relevant professional qualification; examinations officer training/certification; Arbor/MIS certification or experience; School Census; Progress 8, Attainment 8, FFT and 4Matrix; JCQ inspections; managing staff or invigilators.
Attributes	Essential	Professional, trustworthy, methodical, flexible, resilient, proactive and solution-focused, with a commitment to continuous improvement and safeguarding children and young people.

Safeguarding

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to undertake an enhanced DBS check, online searches and all safeguarding checks required under Keeping Children Safe in Education (KCSIE).