



JOB TITLE: Data Manager & Examinations Deputy

RESPONSIBLE TO: Examinations & Cover Manager

The ethos of the school is one of shared responsibility, to which staff are expected to make a significant contribution. The expectation is that staff will present themselves professionally, be positive and contribute constructively to the life and work of the school.

Job Purpose

To collect, collate, analyse and report on student targets and progress for all year groups through each Academic Year. To assist with the administration of externally-assessed examinations and cover arrangements for absent staff

Principal Accountabilities & Specific Responsibility

Manage and organise the data collection systems and assist in the analysis of data for the school.

- Manage and organise data systems.
- Responsible for inputting all data onto student section of SIMS.
- Responsible for ensuring that all student data on SIMS is correct.
- Data collection every term and recorded on SIMS.
- Ensure all data is complete and there are no gaps in the data scores.
- Ensure collection of data on all casual admissions in liaison with the Director of Inclusion.
- Collection of Key Stage 2 data from feeder Primary Schools and the Local Authority.
- Provide data analysis as requested by the Pastoral and Curriculum teams.
- To liaise closely with the Assistant Headteacher in charge of Target Setting.
- To liaise closely with the Assistant Headteachers in charge of Key Stages.
- Manage Assessment links to FROG and the VLE.
- Support in the administration and recording of CAT tests.
- Support in the administration and recording of reading tests.
- To assist in the analysis of examination results in preparation for Headteacher's self-evaluation meetings with Heads of Learning and Subject Leaders.

Produce student reports

- Collection of data for student reports.
- Checking for accuracy of data in liaison with Heads of Learning, Subject Leaders, Heads of Year and Key Stage Managers.
- Production of interim and final student reports.

Assist the Examinations Officer in the administration and organisation of exams.

- To assist in public examinations.
- To support the Examinations Officer in exam administration.

Assist in setting cover in the absence of the Examinations Officer or when required.

- Assist the Cover Manager in organising cover when required.
- Organise cover in the absence of the Cover Manager.

Marketing and Communication

- Prepare parent newsletters and distribute to relevant parties.

Extra-Curricular

- Coordinator of Extra Curricular booklet, managing corresponding weekly registers and to collate and analyse results.
- Support AHT responsible for Extra Curricular activities.

Personal and Professional Conduct

Staff are expected to demonstrate consistently high standards of personal and professional conduct. The following statements define the behaviour and attitudes which set the required standard for conduct

- Staff uphold public trust in the school and maintain high standards of ethics and behaviour, within and outside school, by:
 - Treating pupils with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to their position
 - Having regard for the need to safeguard pupils' well-being, in accordance with statutory provisions
 - Showing tolerance of and respect for the rights of others
 - Not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs
 - Ensuring that personal beliefs are not expressed in ways which exploit pupils' vulnerability or might lead them to break the law.
- Staff must have proper and professional regard for the ethos, policies and practices of the school in which they work, and maintain high standards in their own attendance and punctuality.

Contribution to School

- Assist in monitoring the appearance and general behaviour of students around the School, maintaining good order and sound discipline among students, including safeguarding their health and safety (where applicable)
- Be actively involved in the School's form tutor and house system (where applicable)
- Contribute to the School Improvement Plan (where applicable)
- Implement the School's agreed policies
- Participate in the School's Appraisal programme
- Cover for absent colleagues
- Participate in School based INSET
- Perform any other duty that their line manager might reasonably request
- To monitor the well-being of all students and report any concerns related to the safeguarding of students to the Designated Child Protection Co-Ordinator (DCPC)
- To be aware of and follow school policies relating to Health and Safety

Communication & Meetings

- Attend Staff, Department and other meetings as appropriate
- Support effective communication by forwarding documentation or memos to relevant staff and students
- Preserve and promote the good name of the School in all dealings with the wider public

In addition to the above you will be expected to comply with all of those terms connected with the job of your status as referred to in the Kent Scheme Conditions of Service Document (Blue Book).

This job description may be subject to change at any time in consultation with the postholder, and will be reviewed at least annually.

The Abbey School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An enhanced Disclosure & Barring Services Check is required for all posts within the school.