

**MAGDALEN COLLEGE SCHOOL**

***We are committed to the protection and safety of our students  
and expect all staff to share this commitment***

**JOB DESCRIPTION**

Post Title	Exams & Data Manager
Postholder	
Hours of work	34.5 hours per week, 41 weeks per year (negotiable)
Reporting to	Deputy Headteacher (Curriculum)
Specific responsibilities of the post	<ol style="list-style-type: none"> <li>1. Responsible for the management and administration of all internal and external examinations to ensure that students are entered and take the designated exams.</li> <li>2. Manage the procedure for ensuring that deadlines for exam entry, and Non-Examination Assessment (NEAs) are met.</li> <li>3. Complete analysis returns to DfE and LA and specified organisations on all external exams and to provide statistics and information as required to SLT to ensure that all appropriate processes are completed.</li> <li>4. Organise and maintain student-level data with regard to examinations, assessment, attendance and behaviour through the Go4Schools website</li> <li>5. Liaise with students and parents regarding examination information/timetables and deadlines to ensure that appropriate information is communicated.</li> <li>6. Responsible for the recruitment, training and deployment of a team of examination invigilators in accordance with exam board legislation.</li> <li>7. Manage the collection and analysis of exam results for presentation to SLT and the certificates to students.</li> <li>8. Co-ordinate the arrangements for students entitled to additional access arrangements during exams with appropriate exam boards to ensure compliance with equal opportunity standards.</li> <li>9. Manage the receipt of exam paper, storage and distribution to ensure security and confidentiality</li> <li>10. Manage the overall rooming of exams to ensure appropriate locations ie seating plans, candidate cards, notices and clocks in accordance with exam board legislation.</li> <li>11. Manage complex data analysis. Analyse and present information to SLT regarding test and examination results and levels of achievement using national databases provided by the DfE to ensure that accurate and effective data is available to benchmark school and student performance</li> <li>12. Manage the complex database that tracks pupils' achievements to provide appropriate and accurate information to the headteacher, staff and governors.</li> <li>13. Manage the production of school reports to parents to ensure quality, accuracy and consistency and deadlines are adhered to.</li> <li>14. Manage the exams and data teams.</li> <li>15. Such other duties as may reasonably be required by the school governors and Headteacher from time to time.</li> </ol>
Responsibilities as a member of staff	<ol style="list-style-type: none"> <li>1. To ensure that the safety and welfare of all students is given priority at all times</li> <li>2. To support the ethos of the school at all times and demonstrate high standards of personal and professional conduct whilst at work and otherwise</li> </ol>

	<ol style="list-style-type: none"> <li>3. To ensure an appropriate individual response to whole school priorities</li> <li>4. To engage actively in the Performance Management Review Process</li> <li>5. To implement all school policies</li> <li>6. To attend all meetings as directed</li> <li>7. To pay due regard to Health and Safety in respect of all members of the school community and report matters which compromise this, appropriately.</li> </ol>
<p>Personal Qualities; the postholder is expected to be:</p>	<ol style="list-style-type: none"> <li>1. Committed to the principles of comprehensive education and equal opportunities and specifically to the ethos of Magdalen College School</li> <li>2. Committed to ensuring the safety and welfare of all students at all times</li> <li>3. Fastidious attention to detail</li> <li>4. Committed to team work within all aspects of the school</li> <li>5. Proactive in terms of furthering their knowledge and skills</li> <li>6. Punctual for all commitments</li> <li>7. Professional in the way that they carry out all aspects of their role and in their relationships with all members of the school community.</li> </ol>
<p>This job description reflects the principal accountabilities of the post holder and identifies the level of responsibility at which he/she will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews, and any consequential changes, will be carried out in consultation with the post holder.</p>	

Signed .....post holder

.....line manager

Date .....