



HOLY FAMILY RC AND CE COLLEGE



Job Description

Job Title:	Examinations/Data/SIMS Manager
Grade:	Grade 5 - point 22 - 25
Responsible to:	Business Manager/Deputy Headteacher
Responsible for:	
Hours of Duty:	37 hours per week term time only + 2 days to be worked during summer holidays (to download results and to give results to students)
Any Special Conditions of Service	<p>The school operates a policy of no smoking in indoor work areas.</p> <p>This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.</p> <p>DBS – Appointment to this post is subject to and Enhanced Disclosure and Barring and background check.</p>

Purpose and Objects of the Job

To ensure the smooth running of all examinations, internal assessment and the administration of data and SIMS management.

Control of Resources

Personnel

Exam Invigilators

Financial

Exams Budget

Equipment and Materials

Effective use of equipment and materials including computer hardware and software and other office equipment.

Health/Safety/Welfare

The postholder is responsible for the health, safety and welfare of him/herself in accordance with the Council's policy and Health and Safety at Work Act, 1974.

Relationships (Internal and External)

Internal

Teaching and support staff.

External

Examination Boards, the LEA, other schools.

Responsibilities

The post holder must:

1. Perform his/her duties in accordance with Rochdale MBC's Equal Opportunities Policy.
2. Ensure that the School's commitment to public service orientation and care of our customers is provided.
3. Ensure that the School's vision for achievement for all is upheld.

School Management Information System

- To act as SIMS Manager for the School Management Information System.
- Lead, manage and develop activities linked to the school's management Information System (MIS), particularly in the context of statutory returns, statutory reporting to parents and all other aspects of student assessment (e.g. School Census).

Curriculum Provision

- Assist with the import of the School timetable
- Work with curriculum managers to ensure that the MIS meets their need for curriculum delivery and assessment procedures

Assessment and Data

- Be responsible for all aspects of the day-to-day running of the school's assessment procedures.
- Lead and manage all aspects of data collection and subsequent reporting to parents for all students in keeping with the school's internal assessment calendar.
- Lead and manage the collection and input of all assessment data into the MIS, as directed.
- Thus assist with the maintenance of accurate and up to date information regarding students.
- Lead, manage and develop the use of the MIS to improve the monitoring of student attainment and progress within school.
- Lead, manage and develop the use of other software (eg Sisra) to improve the monitoring of student attainment and progress within the school.
- To arrange data input of external and internal assessments and examinations, collate results and provide statistics as required.
- Produce appropriate internal reports, as required, from within the MIS and other software, e.g. Sisra.
- Complete DofE and LA returns and submit via secure site.

Examinations

- To make all necessary arrangements relating to both external and internal assessments.
- To liaise with examination boards as appropriate.
- To be familiar with rules and regulations issued by examination boards and to ensure awareness and compliance by Curriculum Managers, invigilators and candidates.
- To advise the Senior Leadership Team and Curriculum Managers on the organisation, administration and conduct of internal and external examinations.

- To set calendar deadlines and schedules for all stages in the process of entering and examining students for external examinations, and to inform students and staff of details.
- To prepare examination entry forms and to liaise with Curriculum Managers in completing and despatching accurate lists of candidates to examination boards at the dates set by the boards.
- To check and confirm all examination entries with departments and candidates.
- To liaise with appropriate staff regarding arrangements for particular candidates and to complete special consideration forms for unwell/injured/absent candidates where appropriate.
- To order, receive and secure papers and administrative documents from examination boards, checking to ensure they are of appropriate type and quantity.
- To make practical and administrative arrangements for the conduct of examinations, including rooming, timetables, statements of entry to candidates, availability of papers and stationery, seating and numbering arrangements and liaison with Site Staff as necessary.
- To book, train, direct and manage the examination invigilation team members, including the arrangements for the start and end of exams.
- To collect, sort, check, pack and arrange postage of examination scripts and associated administrative documents.
- To collect controlled assessment, mark sheets and samples of student work for transmission to examination boards, together with any forecast grades, as required.
- To arrange for receipt of results at the relevant times, and to make the necessary arrangements for their distribution to students.
- To complete any administrative tasks required relating to re-sits, queries and appeals, following consultation with relevant staff.
- To monitor, manage, control and report on the examinations budget.
- To make arrangements to receive, file, store and secure all certificates relating to external examinations; to participate in the organisation and arrangements for their distribution at presentation evening and subsequently.

Miscellaneous

- To assist at Open Evening
- To deal with staff, student and parent enquiries and requirements as they arise.
- Attend meetings as required.
- Be aware of and comply with policies and procedures relating to child protection, health, safety, security and confidentiality, reporting all concerns to an appropriate person.
- Contribute to the Christian ethos, work and aims of the school promoting a polite and positive image to all members of the school community, visitors and general public.

- Take an active role in supporting staff and students and contribute to the school's requirements on a daily basis.
- Any other reasonable request made by the Headteacher, School Resources Manager, or Senior Staff
- The ability to converse at ease with customers and service users and provide advice in accurate spoken English is an essential requirement of this post.

Signed Postholder

Signed Line Manager

Signed Head Teacher

Date.



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Person Specification

Post: Examinations/Data/SIMS Manager – Grade 5 – Points 22 – 25

Note to Applicants:

The **Essential Criteria** are the qualifications, experience, skills or knowledge you **MUST SHOW YOU HAVE** to be considered for the job.

The **Desirable Criteria** are used to help decide between candidates who meet **ALL** the Essential Criteria

The **How Identified** column shows how the school will obtain the necessary information about you.

If the **How Identified** column says the **Application Form**, you **must** include in your application enough information to show how you meet this criteria. You should include examples from your paid or voluntary work.

	Essential	How Identified	Desirable	How Identified
Qualifications and Experience	<ul style="list-style-type: none">• Excellent computer and presentation skills over a wide range of programmes.• 5 GCSE passes A-C incl. Maths and English• A level 3 qualification in a relevant discipline• Evidence of recent Management and organisational experience with people• Experience/knowledge of school procedures particularly related to examinations• Experience of a range of administrative tasks• Presentation skills for training deliver for invigilators etc• Excellent use and knowledge of ICT and software packages used by school – SIMS,SISRA,Microsoft Word, Excel, Access, Powerpoint, E-mail, Outlook and the internet.• The ability to converse at ease with customers and service	Application Interview	Attention to detail.	Application Interview

	users and provide advice in accurate spoken English is an essential requirement of this post.			
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	Essential	How Identified	Desirable	How Identified
Skills and Knowledge	<ul style="list-style-type: none"> • Effective organisational skills to manage conflicting deadlines • Ability to keep accurate records and write reports • Ability to work under pressure. • Excellent time management. • Excellent interpersonal and communication skills both written and oral. • Ability to offer a firm but friendly approach and be self confident in dealing with young people. • Ability to work effectively within a team environment and an understanding of school roles and responsibilities • Ability to promote a positive ethos and act as a role model • Ability to evaluate and develop management and operational systems to create more efficient practices • Analytical skills to interpret information and use initiative and judgement to solve problems within established policies and procedures • Understanding of the importance of safeguarding/child protection when working in a school setting • Knowledge of data protection and understanding the importance of maintaining confidential information • Ability to deliver effective customer service • Highly organised and able to prioritise tasks, handle conflicting priorities and meet deadlines within a busy environment • Ability to present information to a variety of audiences • Experience of supervising staff or young people • Ability to offer a firm but friendly approach and be self-confident in dealing with young people • Ability to relate to children and adults 	Application Interview	Clean driving licence	Application Interview

	<ul style="list-style-type: none"> • Excellent time management • Willingness to participate in development and training opportunities. 			
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	Essential	How Identified	Desirable	How Identified
Special Working Conditions	<ul style="list-style-type: none"> • Demonstrate a commitment to the Christian values and the school's ethos. • 2 days to be worked over the summer holidays. Exam results day and the day before. 	Application Interview		