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| <b>GRADE:</b>          | NJC Grade 6 (Point 09-12)                     |
| <b>ACCOUNTABLE TO:</b> | Data & Communication Manager/Business Manager |
| <b>RESPONSIBLE FOR</b> | North or South Region                         |

### MAIN PURPOSE

To ensure the academic progress of young people admitted to WSAPC, North or South, is effectively recorded and monitored and Assistant Head Teachers are supported in collecting, processing and analysing a range of data enabling performance to be measured and individual pupil programmes effectively deployed.

To provide reports and analysis as required on examination and progress data liaising with the Exam and Data Officer for the North or South to provide whole school data.

To support the Data & Communications Manager in the administration of all public examinations, through liaison with teachers, students, parents and examination boards and partner schools, ensuring timescales, processes and operational responsibilities are met, effecting appropriate accreditation for WSAPC pupils.

### KEY ACCOUNTABILITIES

1. To provide an efficient and effective data and exams management and information service, collating, maintaining, analysing and interpreting a diverse range of complex data and information, producing reports to the specifications of the Data & Communication Manager and SLT
2. Interpret complex data, analysing and evaluating data, cross checking and investigating data anomalies and information, rectifying and/or bringing to the attention of the Data & Communication Manager any concerns
3. Produce high quality management information and analysis reports which are presented effectively and in a user friendly format accessible to both professional and non-professional stakeholders
4. Under the supervision of the Data & Communication Manager, identify software resources and systems to accurately record and continually improve pupil data management processes
5. Organise, plan and meet set targets for completion of work to high standards and use initiative and discretion to interpret and resolve issues to achieve the required results with guidance and advice from the Data & Communications Manager on serious issues/problems
6. To manage and invigilate exams where necessary, ensuring examination rules and regulations are adhered to and processes are well documented. Submitting applications for special consideration where required, responding to enquiries from the examination boards and providing invigilation training where necessary
7. Responsible for the regular handling, care of, accuracy, confidentiality, security and maintenance of manual and/or computerised information and exam papers, ensuring exam rooms are available and appropriate for use, compiling exam timetables and communicating details to staff, pupils and parent/carers



8. Develop good working relationships with managers, exam boards, colleagues and other stakeholders as required
9. In liaison with the Data & Communications Manager manage exam financial records, ensuring best value, monitoring spend across WSAPC, identifying sources of income and optimising opportunities across the school
10. To be present and available in an identified WSAPC location on the days when results are notified, and overseeing the distribution of results to candidates
11. To encourage a positive examination culture in WSAPC to which all staff and students subscribe
12. Support the Data & Communication Manager in the management of the WSAPC website, working to continually improve communications with both internal and external stakeholders

## GENERAL

- ✦ Remain up to date with all relevant legislation, organisational procedures, policies and professional codes of conduct in order to uphold standards of best practice. This may include attendance at external events and conferences to be able to contribute proactively to changes to and developments of new processes
- ✦ Adopt mobile working practises to enable effective management from any site within the North or South region, this may entail hot-desking at various locations
- ✦ Be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person
- ✦ To participate in training and other learning activities as required
- ✦ To recognise own strengths and areas of expertise and use these to advise and support others
- ✦ To attend and participate in regular meetings
- ✦ To treat all users of the College with courtesy and consideration
- ✦ To present a positive personal image, contributing to a welcoming College environment which supports equal opportunities for all
- ✦ To promote and ensure the health and safety of all pupils, staff and visitors, (in accordance with appropriate health and safety legislation) at all times
- ✦ Carry out any other duties; commensurate with the post, which from time to time may be necessary for the good order of the College, as directed by the Data & Communications Manager or the Business Manager



Signed: ..... (post holder) Date: .....

Signed: ..... (Line Manager) Date: .....

*The particular duties assigned to this post are set out above but should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required. These duties may be reviewed and amended in consultation with the post holder in light of any changes in the requirements and priorities within the school. Such variations are a common occurrence and cannot of themselves justify a re-grading of the post.*



## PERSON SPECIFICATION

### Qualifications and Knowledge

- Evidence of training and/or qualifications which reflect appropriate Examination Officer skills
- In depth and significant practical understanding of exams and data management, including collection, processing, provision and analysis
- Knowledge and understanding of the theory and principles of data management
- Knowledge of the development of databases and spreadsheets
- Knowledge of website development

### Experience

- Experience of working in a school administrative environment
- Experience of working to deadlines and meeting timescales
- Demonstrable experience of producing detailed and articulate analysis of management data information
- Experience and good understanding of examination processes and accreditation
- Experience of SIMS and examination board software

### Skills and Abilities

- Excellent analytical skills with the ability to research and analyse complex data from a variety of sources and produce information with minimal guidance
- Highly computer literate with sound IT skills in order to manipulate data and produce reports, i.e. SIMS, spreadsheets
- Excellent verbal and written communication skills with the ability to present analysis and findings clearly, concisely and accurately to a range of audiences in ways that promote understanding
- Sound problem solving skills with the ability to analyse complex issues to provide recommendations and inform on possible solutions
- Ability to organise, prioritise and plan own workload to meet deadlines and targets
- Ability to interpret a range of complex information and provide commentary and explanation of the information, within a directed context

### Equalities

- To be able to demonstrate a commitment to the principles of Equalities and to be able to carry out duties in accordance with the Council's Equalities Policy.

### Other Requirements

- Able to move between locations across West Sussex

