

Student Data and Exam Manager

Job Description

Grade: GR3 - *Subject to Job Evaluation*

1. Job Purpose

- 1.1 To contribute to the improvement in teaching and learning through the provision of accurate and timely examination and assessment data.
- 1.2 To manage the administration, organisation and smooth running of internal/external examinations.
- 1.3 To manage the administration of student data entry and reporting

2. Key Responsibilities

- 2.1 To inform students about test/exam requirements and procedures and Co-ordinate deadlines for assessment information.
- 2.2 To liaise with staff and students about assessment data and problem solve queries about assessment information.
- 2.3 Upload information and produce, co-ordinate and disseminate information/reports to appropriate staff via the intranet or hard copy.
- 2.4 Report building and development for assessment templates using CMIS/SIMS, as well managing and updating the CMIS/SIMS system.
- 2.5 To manage the Assessment Process/Cycle
- 2.6 To arrange for the electronic receipt of student data from other schools and incorporating it into the school's database
- 2.7 To assist with the allocation of student data to particular forms and class groups
- 2.8 To arrange for the electronic dispatch of student data to other school's relevant Local Authority agencies
- 2.9 To manage student reports
- 2.10 To arrange all related and dedicated organisational information for Internal Tests. This may include:
 - 2.10.1 Arranging timetables and seating plans
 - 2.10.2 Liaising with staff and disseminating information
 - 2.10.3 Allocating appropriate rooms/exam areas
 - 2.10.4 Allocating invigilation and managing Invigilators
 - 2.10.5 Ensuring preparation of papers for examinations to meet required standards and deadlines
 - 2.10.6 Recording student non-attendance and re-arrange where appropriate
- 2.11 To liaise with all departments to establish end of year assessment requirements which may include
 - 2.11.1 Liaising with external agencies
 - 2.11.2 The ordering of resources/papers to meet deadlines

- 2.11.3 The arrangement of seating plans and invigilation
 - 2.11.4 Liaising with staff/students/parents regarding exam timetable
 - 2.11.5 The recording of results for assessment data and reporting this to parents
 - 2.11.6 Preparing reports
 - 2.12 Managing all duties and responsibilities regarding External Examinations on school premises.
 - 2.12.1 Allocating invigilators
 - 2.12.2 Liaising with the Leadership Group to establish requirement for alternative arrangements for students where necessary
 - 2.13 Invigilation
 - 2.13.1 Responsible for the recruitment of Invigilators in liaison with the School management
 - 2.13.2 Establish availability of Invigilators, with appropriate experience, and allocate invigilation sessions accordingly
 - 2.13.3 Process payments for Invigilators and deal with queries arising
 - 2.13.4 Manage the induction of new Invigilators
 - 2.13.5 Allocation of roles of responsibilities to invigilators during examinations
 - 2.14 To ensure all tasks are carried out with due regard to Health and Safety
 - 2.15 To undertake appropriate professional development.
 - 2.16 To adhere to the ethos of the school
 - 2.16.1 To promote the agreed vision and aims of the school
 - 2.16.2 To set an example of personal integrity and professionalism
 - 2.16.3 Attendance at appropriate staff meetings and parents evenings
 - 2.17 Any other duties as commensurate within the grade in order to ensure the smooth running of the school
3. **Supervision Received**
- 3.1 Supervising Officer's Job Title:
 - 3.2 Level of supervision:
 - 1. ~~Regularly supervised with work checked by supervisor~~
 - 2. Left to work within establishment guidelines subject to scrutiny by supervisor
 - 3. ~~Plan own work to ensure the meeting of defined objectives~~
4. **Supervision Given** (excludes those who are indirectly supervised i.e. through others)

Post Title	Grade	No of Posts	Level of Supervision (as in 3.2 above)

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5. Special Conditions

5.1 None

Person Specification

Method of Assessment (MOA)

AF Application Form	C Certificate	I Interview	T Test or Exercise	P Presentation
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Criteria	Essential	MOA
Education/Qualifications NB: Full regard must be paid to overseas qualifications.		AF/C
Experience Relevant work and other experience		
Skills & Ability e.g. written communication skills, dealing with the public etc.	*Delete if not applicable *An ability to fulfil all spoken aspects of the role with confidence using the English Language as required by Part 7 of the Immigration Act 2016	
Training		
Other		

All staff are expected to understand and be committed to Equal Opportunities in employment and service delivery.

All staff at BCC understand and are committed to Equal Opportunities employment and service delivery.

As a Disability Confident Committed Employer, we take positive action to ensure people living with a disability or a long-term health condition feel supported, engaged, and able to fulfil their potential in the workplace.

People with a disability telling us on their application form they wish to participate in the scheme and who can then demonstrate in their application that they meet the essential criteria for the role will be shortlisted and offered an interview.

Safeguarding

Everyone has a responsibility to safeguard the welfare of children, young people, and adults at risk, whatever the role of the individual, or Birmingham City Council service or Directorates they work in.

Birmingham City Council will work with the appropriate statutory bodies when an investigation into child abuse or a safeguarding adult's investigation is necessary.

The Council is committed to safe recruitment practices and recognises that this fits into an overall corporate approach to safeguarding across a range of functions that need to operate together to be effective. This applies to employees, volunteers, work placements, elected members, licencing, school transport arrangements and any other regulated positions.

The Council's safe recruitment process includes pre-employment vetting which involves establishing full employment histories; proof of identity; satisfactory references; health assessment; checks of qualifications; asylum and immigration checks; and criminal record checks with the Disclosure and Barring Service.

The Council's website will contain links to the current versions of safer recruitment policies that are in force.

In line with the has an overarching responsibility for safeguarding and promoting the welfare of all children/young people and adults in its area. All BCC employees are expected to:

Work in a way that prevents and protects service users from abuse.

- To be aware of the signs of abuse or neglect.
- Recognise the signs of abuse and neglect; and
- Record and report any concerns or incidents.
- Record and report any concerns or incidents.

At Birmingham City Council (BCC), we are committed to creating an environment and culture that promotes equality, diversity, and inclusion; making sure BCC is a place for people to be their best, authentic selves.

We welcome applications from people of all backgrounds, including those with caring responsibilities and flexible working options will be considered. We are building up

our vibrant staff networks for peer-led support, with safe spaces for those who need it and offer access to our talent programmes to support everyone in reaching their aspirations and fulfilling their potential.