



Data, Assessment, SIMS and Exams Manager

Dates: 1st September 2017

Salary: Single Status 9

Location: East Sussex

Contract term: Permanent

Chailey is a thriving, successful school set in rural Sussex, just north of Lewes, and within easy reach of Brighton and Haywards Heath. We are proud of our traditional values and innovative approaches to Teaching and Learning. Staff are friendly, dedicated and supportive and our students are happy and proud to be part of the school. Chailey is a school where teachers and students can thrive. Visitors to Chailey School often comment on the calm teaching environment and fantastic relationships between students and teachers. We had our last Ofsted visit in January 2017 which we were very pleased with.

The Ofsted report contained comments such as:

- 'an established culture and ethos of the school, which is enhanced by the strong relationships between staff and pupils'
- 'pupils make good, and sometimes better, progress'
- 'pupils appreciate what staff do for them and, therefore, their conduct is typically exemplary, both in lessons and around the school'

We believe that this is a very strong foundation from which to aspire to excellence in everything we do.

We are seeking to appoint a Data, Assessment, SIMS and Exams Manager. This is a key position in the school and full training will be provided as necessary. We are looking for a good team player, able to work independently, but with the full support of a strong leadership team.

If you have a strong desire to help students of all abilities to achieve the best they can, whilst fulfilling your own potential, then we would be very pleased to hear from you.

Further details are set out in the application pack on our website (www.chaileyschool.org) or please contact Amanda Hilton, at the school address shown or email: ahilton@chaileyschool.org

Closing date: Apply by Monday 30th October at 9.00am

Chailey School
Mill Lane, South Chailey,
Lewes, East Sussex, BN8 4PU

Tel: 01273 890407
11-16 Specialist School for Language and Humanities

Headteacher: Mrs Helen Key

East Sussex County Council is committed to equality of opportunity. We positively welcome applications from all sections of the community. This authority is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Successful applicants will need to undertake, or currently hold, a Disclosure & Barring Service (DBS) clearance for this authority.



JOB DESCRIPTION

School:	Chailey School
Job Title:	Data, Assessment, SIMS and Exams Manager
Grade:	Single Status Grade 9
Working Hours: (negotiable)	Term Time Only + 2 weeks during school holidays – 46.21 weeks per year
Responsible To:	Assistant Headteacher - Standards

Main Purpose of Job:

- To lead on all aspects of student data management and reporting, including the efficient development of all SIMS modules
- To be the school Examinations Officer, ensuring the efficient administration and organisation of all aspects of external and internal examinations in accordance with the regulations laid down by the awarding organisations
- To set-up, maintain and generate the student report system
- To lead on the production and distribution of data analyses using 4Matrix
- To support the daily cover requirements of the school
- To undertake general main office duties as required

Key Duties and Responsibilities:

SIMS Management

- To lead the efficient development of all SIMS modules, liaising effectively with the Assistant Headteacher for Standards
- To act as primary point of contact for staff for the diagnosis and correction of problems with SIMS
- To provide training in the use of SIMS for both support and teaching staff, as required
- To co-ordinate and complete the school census and other statistical government returns
- To manage administrative systems concerned with the collection of student data and its entry into SIMS
- To support the future development of SIMS modules, which enhance data management, data sharing, student tracking and communication

Assessment

- To ensure the set up and procedures for entering and updating assessment information in SIMS
- To support the Senior Leadership Team (SLT) member with responsibility for data in the development and provision of data analysis within both SIMS and 4Matrix to inform student progress monitoring
- To manage the creation and maintenance of assessment data, including grade sets, marksheets and report templates
- To manage, set-up and maintain tools for data analysis
- To respond to new developments and legislation

Reports and Profiles

- To oversee the set-up, maintenance and generation of student reports, monitoring and student tracking systems
- To co-ordinate the contents, timely availability and completion of data in reports with the Assistant Headteacher for Standards
- To lead on the production of and ensure the effecting distribution of data analyses to key stakeholders, including tutors, HODs, HOYs, governors and SLT
- To ensure the effective analysis of examination and assessment results in accordance with the assessment calendar



Timetable

- To support the timetable in the development and production of the school timetable, the maintenance of naming conventions for courses and the allocation of teachers to classes
- To prepare the new academic year in SIMS and ensure and manage the smooth transition from one year to the next within all modules , overseeing:
 - the promotion of students into the new year structure and the incrementing of their curriculum years
 - the creation and maintenance of admission groups for pre-admission students
 - the set-up and maintenance of registration groups and the allocation of student membership
- To update and apply periodic and casual changes to courses, teachers and rooms
- To support the smooth transfer of data between SIMS modules, including Nova, Assessment Manager and Lesson Monitor

External Data

- To complete, gain authorisation and submit:
 - LEA/DFE returns
 - School Census
 - Other reports as required
- To oversee and contribute to the accurate collection and maintenance of data within SIMS

Examinations Officer: Internal and External Exams

- To complete and submit entries for GCSE and other examinations
 - To have responsibility for examinations administration, including ordering of relevant papers
 - To have responsibility for liaison with all departments to ensure students are entered appropriately
 - To have responsibility for preparation of examination booklets for Year 11 students
 - To undertake the management of estimate entry numbers for GCSE examinations to be prepared for Boards
 - To ensure that all information on syllabuses/meetings is disseminated from Examination Boards to departments
 - To have responsibility for ensure that all GCSE entries are submitted and the statement of entries is checked
 - To have responsibility for overseeing all details relating to special consideration candidates
 - To have responsibility for checking in and storing examination papers, in accordance with Examination Board regulations
 - To have responsibility for preparing the examination timetable in liaison with the Assistant Headteacher (includes rooms, late finishes, cover for special consideration etc.)
 - To produce details of examinations/rooms/cover for general school staff use
 - To manage the invigilation team
 - To be responsible for checking of certificates and preparation of certificates for Presentation Evening
 - To accept and disseminate new information on examination procedures sent out by Examination Boards
 - To check students' examination clashes and inform Examination Boards of arrangements
 - To prepare and check envelopes for dispatch of scripts
 - To prepare seating plans
 - To prepare examination rooms – signs, notices to invigilators etc.
 - To lead the management of examinations during examination periods – preparation of rooms, issuing of examination papers, checking on absent pupils, seating plans/numbers, constantly being 'on duty'
 - To be responsible for the downloads of results and to distribute the examination results of 'results day'
 - Prepare statistical returns as required by law, in liaison with relevant SLT members
 - To liaise with Faculty Team Leaders to support all internal examinations
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This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties, including the provision of high quality teaching and learning and the safeguarding, well-being and care of students.

Elements of this job description and changes to it may be negotiated at the request of either the Headteacher or the incumbent of the post and it should be noted that the post-holder is expected to carry out such duties as may reasonably be required by the Headteacher from time to time.

Safeguarding Children

The authority and school are committed to safeguarding and promoting the welfare of all children and young people and expect all staff and volunteers to share this commitment. It will be necessary for the appropriate level of criminal record disclosure to be undertaken. Therefore, it is essential in making your application you disclose whether you have any pending charges, convictions, bind-overs or cautions and, if so, for which offences.

This post will be exempt from the provision of Section 4 (2) of the Rehabilitation of Offenders 1974 (Exemptions) (Amendment) Order 1986. Applicants are not entitled to withhold information about convictions which for other purposes are 'spent' under the provision of the Act, and, in the event of employment being taken up, any failure to disclose such convictions will result in a dismissal or disciplinary action by the school. The fact that a pending charge, conviction, bind-over or caution has been recorded against you will not exclude you from consideration for this post. Successful applicants will need to undertake enhanced DBS checks before commencement of employment.

In addition to the candidate's ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children, including:

- *Motivation to work with young people*
- *Ability to form and maintain appropriate relationships and personal boundaries with young people*

I hereby accept the terms and conditions detailed in this job description:

Signed: _____

Name (please print): _____

Date: _____

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Person Specification

	Essential Criteria	Desirable Criteria
Key Skills & Abilities	<ul style="list-style-type: none"> ▪ Ability to organise and prioritise own workload ▪ Ability to work in an organised and methodical manner ▪ Ability to maintain efficient record keeping systems ▪ Ability to produce accurate and up-to-date records and reports as required ▪ Ability to convey information clearly and accurately via excellent verbal and written communication skills ▪ Ability to take personal responsibility for organising day to day targets ▪ Ability to demonstrate basic keyboard skills accurate data input and retrieval ▪ Ability to work effectively as part of a team ▪ Ability to work in a discreet and sensitive manner ▪ Ability to work under pressure ▪ Ability to collate information from a variety of sources to ensure deadlines for exam entries are met and penalties for late submissions are avoided ▪ Competent IT skills including Microsoft Office word and Excel 	
Education & Qualifications	<ul style="list-style-type: none"> ▪ GCSE grade 'C' or equivalent in English and Mathematics 	
Knowledge	<ul style="list-style-type: none"> ▪ A basic knowledge of the work or a school ▪ Knowledge of Microsoft Office to create, manage and maintain data and produce documents for analysis on a regular basis, including Word and Excel ▪ To have proficient keyboard skills 	<ul style="list-style-type: none"> ▪ Data handling and analysis
Experience	<ul style="list-style-type: none"> ▪ Experience of Information Systems, including data analysis 	
Personal Qualities	<ul style="list-style-type: none"> ▪ Ability to demonstrate commitment to Equal Opportunities ▪ Willingness to participate in further training and developmental opportunities offered by the school and County, to further knowledge ▪ Ability to be flexible and to adjust working hours to cope with stress points in the examination timetable ▪ Friendly, approachable manner in order to support staff with different levels of knowledge ▪ Commitment to working as a positive and constructive team member 	



Health & Safety Functions

This section is to make you aware of any health & safety related functions you may be expected to either perform or to which may be exposed in relation to the post you applying for. This information will help you if successful in your application identify any health related condition which may impact on your ability to perform the job role, enabling us to support you in your employment by way of reasonable adjustments or workplace support.

Using display screen equipment	X
Working with children/vulnerable adults	<input type="checkbox"/>
Moving & handling operations	<input type="checkbox"/>
Occupational Driving	<input type="checkbox"/>
Lone Working	<input type="checkbox"/>
Working at height	<input type="checkbox"/>
Shift / night work	<input type="checkbox"/>
Working with hazardous substances	<input type="checkbox"/>
Using power tools	<input type="checkbox"/>
Exposure to noise and /or vibration	<input type="checkbox"/>
Food handling	<input type="checkbox"/>
Exposure to blood /body fluids	<input type="checkbox"/>