**Job Description - Data, Exams, Timetable and Cover Manager**

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| **Post Holder** | Vacant |
| **Post Title** | Data, Exams, Timetable and Cover Manager |
| **Post Holder Reports to** | Headteacher & Executive Leadership Team |
| **Scale / Salary** | Scale 6 spine 18 – SO1 Spine 25 FTE £30,063 - £34,062 |
| **Key duties & responsibilities** | * To work in conjunction with the Headteacher and the senior leadership team to ensure that the school’s curriculum plan is translated into a working and efficient timetable using SIMS software.
* To continually enhance and develop the school’s MIS systems
* To be responsible for the school Census
* Maintain an overview of SIMS modules and how they interact
* Liaison with Capita and other service providers, where required
* Liaise with Senior Team and Heads of Faculty to ensure curriculum requirements are met
* Liaise with the Network manager to manage and account for all software and hardware
* To develop online reporting
* Support the PA to the Headteacher/Office Manager with the transition of online reporting and other relevant staff as required
* Plan and deliver staff training for SIMS & assist staff in use of software
* To understand whole school performance indicators and the means by which these indicators are calculated.
* To use spreadsheets and data bases, including advanced Excel capabilities effectively.
* To produce clear and concise templates for progress and full reports.
* To attend and participate in meetings as required.
* Be aware of and comply with policies relating to child protection, health and safety, security, confidentiality and data protection, reporting concerns as appropriate.
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| **Data** | * Liaise and assist the Headteacher and senior team with responsibilities for data and reports
* To download the external examination results for analysis
* To access KS2 results from feeder schools, benchmark data & import them into BSquared and SIMS to get it into a format to provide to the Senior team so that targets can be set for the students. To ensure that this process is on-going during the academic year for any new starters.
* To support the Senior Team in the production of templates for monitoring school progress against these performance indicators.
* To assist in the implementation and on-going analysis of data and to develop systems and routines for effective data capture and input.
* To ensure that the data included in the performance tables is accurate.
* To ensure that all internal assessment data is input into Assessment Manager as set out in the school calendar, by liaising with the senior team and faculty leads.
* Process internal and external school data to facilitate detailed analysis.
* Generate and produce progress reports issued once a term for all students.
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| **Exams** | * Line manage Exams Administrator and delegate work as appropriate.
* To co-ordinate and manage examination entries, results and reporting.
* Manage all administration in connection with the exam procedures.
* Manage all administration of the examination system including the collection and collation of all entries, results and forecasts from the Subject Leaders.
* Be responsible for updating Exams Policies.
* Carry out risk assessments for any conflict of interest relating to the Examinations.
* Liaising with the Examination Boards, Office Manager, Leadership Group, Staff, Students and parents.
* Work with the SENDCO to collate Special Needs Information.
* Be responsible for co-ordinating JCQ and any other external assessor inspections.
* Be responsible for the recruitment, management and training of the invigilators.
* Be responsible for the smooth running of the examination in the exam room.
* Be responsible along with the Assistant Headteacher for carrying out any malpractice investigations.
* Be responsible for the management of the Examinations budget.
* Co-ordinate the Exam Results days in in August to ensure that students are issued with the results.
* Generate and produce progress reports issued once a term for all students.
* Provide training for staff on school systems and how optimise their use.
* Prepare for the Leadership Team, Curriculum Leaders, Heads of House and other stakeholders the performance of different groups of students
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| **Timetable** | * To maintain the school’s timetable during the academic year, ensuring that students and teachers have a current version of their personal timetable and to keep class lists up to date throughout the year.
* To be responsible for the production, implementation and maintenance of the school timetable in liaison with the Headteacher
* To support the Headteacher and senior team with the KS4 options process by generating the option forms & interview target sheets, collating the information from CTLs to produce the options guidance booklets & then collating the option choices.
* To produce duty rota lists for daily and lunchtime duties based on individual timetables and maintain them during the year, ensuring that staff have a current and accurate rota.
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| **Cover** | * To receive calls and emails from staff regarding their absence.
* To organise daily cover for absent staff using the diary which details planned absences, meetings, school trips and training, plus unplanned absences.
* To make full use of the school calendar and ensure that all future events that require cover/timetable changes/room changes are identified, prioritised and planned for accordingly.
* To allocate cover effectively and efficiently to enable the school to operate with minimum disruption to the students. To inform relevant staff of any changes to the cover list.
* To produce a daily teaching cover timetable and individual timetables for supply teachers as necessary.
* To inform teaching staff of their cover responsibilities each day.
* Throughout the day, deal with any changes regarding cover arrangements and deal with any issues arising. This requires considerable mobility around the school to ensure that all messages are received by relevant members of staff.
* To manage and administer the cover e-mail account for the delivery of cover work and advice from absent staff.
* To collate any issues with regards to the quality of cover work that has been set and inform Heads of Faculty & senior team when issues have arisen.
* To maintain and provide data with regards to cover within the school, including levels of cover undertaken by individual members of staff.
* To support the HR Manager with personnel administration.
* To keep abreast of Cover Regulations for teaching staff and agency supply staff.
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| **Cover Team Management** | * To organise and oversee the work of the Cover Supervisor Team and be responsible for distributing administration duties, as appropriate, when they are not required to cover lessons.
* To develop relationships with supply agencies (for long and short term supply) and decide which agencies are preferred suppliers to the school. This includes negotiating daily and hourly rates with supply agencies in order to achieve the best value for the school.
* To liaise with supply agencies on a daily basis and book supply staff as required.
* To meet and inform supply staff of their cover responsibilities, checking ID, DBS etc.
* To be the main point of contact for all supply staff and ensure timesheets are checked and signed daily and electronically authorised or faxed to agencies at the end of each week.
* To liaise with Heads of Department and Senior Staff with regards to supply teachers who are on a long term contract, ensuring that appropriate feedback is obtained from the department and fed back to the agency.
* To maintain records of supply staff used (including DBS information) and agency bookings and record information for the Single Central Record.
* To prepare weekly record sheets of agency supply staff costs for the Finance Department.
* To arrange cover for absent staff within non-teaching departments where necessary.
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| **Other Responsibilities** | * To undertake personal development through appropriate training and to keep abreast of current guidance, requirements and good practice in relation to target setting and the effective use of data, actively seeking ways in which to develop information and data streams that aid decision making and benefit the school.
* To undertake any other duties and responsibilities as may be assigned from time to time, which are commensurate with the grade of the job.
* Be aware of and support difference and ensure equal opportunities for all
* Contribute to the overall ethos, work and aims of the school
* Establish constructive relationships and communicate with other agencies and professionals
* Attend and participate in regular meetings
* Participate in training and other learning activities and performance development as required
* Recognise own strengths and areas of expertise and use these to advise and support others
* To be fully aware of and understand the duties and responsibilities arising from the Children Act 2004 and Working Together in relation to child protection and safeguarding children and young people as this applies to the worker’s role within the organisation
* To also be fully aware of the principles of safeguarding as they apply to vulnerable adults in relation to the worker’s role
* To ensure that the worker’s line manager is made aware and kept fully informed of any concerns which the worker may have in relation to safeguarding and/or child protection.
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This job description is not intended to be either prescriptive or exhaustive; it is issued as a framework to outline the main areas of responsibility.

The School will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date below but will be reviewed on an annual basis and following consultation with you may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

Prepared by:

Job Title:

Date:

Date for Review:

Name (Post holder): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_