Data, Exams and Curriculum Manager

Start date: As soon as possible
Hours: Full time - 52 weeks per year with two weeks' compulsory working during summer holidays for GCSE results.
Salary: Grade 9, Points 27 – 33
Location: Ark All Saints Academy, London

Ark All Saints Academy opened in September 2013. It started with an intake of 120 year 7 scholars and has grown each year. We are now in our seventh year and well established in our Camberwell community. At Ark All Saints Academy, we talk about ourselves as a family, where our mission is to save lives through an amazing educational experience. We believe that all scholars are entitled to an outstanding education and it is the responsibility of everyone who works here to ensure that this happens. Our academy is part of the Ark Schools network, and a Church of England school whose only admission criteria is on distance. We welcome scholars of all faiths and none. We expect all members of our staffing body to support and uphold the moral ethos of our academy.

Our vision is for all members of our All Saints family to be confident, responsible, live with integrity and be successful. This will enable our pupils to continue in the next phase of their journey, whether that is to university or in pursuing the career of their choice.

To grow in CONFIDENCE
To live RESPONSIBLY
To act with INTEGRITY
To be SUCCESSFUL

We are looking to recruit an experienced and enthusiastic **Data, exams and curriculum manager** with a strong administrative background (ideally within the educational sphere) to provide assistance and support in the strategic management and effective organisation of the school's assessment, reporting, recording and tracking systems which assist the school in its primary function of teaching and learning. You will be responsible for the managing the administration of all examinations within the academy, ensuring staff, pupils and their parents have all relevant examinations information. You will be responsible for designing and maintaining the school timetable and managing the academy's MIS system.

The successful candidate will:
- have experience and knowledge of data management within a secondary school setting;

- have excellent IT skills including the use of data management software, such as Bromcom and advanced Excel skills;
- have excellent analytical skills;
- possess excellent communication skills, with the ability to communicate at all levels;
- have excellent organisational skills with the ability to multitask and work to tight deadlines;
- be able to demonstrate initiative, often resolving problems intuitively and proactively.
- have experience of preparing and managing public examinations in an educational setting.
- have genuine passion and a belief in the potential of every pupil
- be committed to Ark's ethos of high expectations.

Interviews will be arranged as suitable candidates are identified, so early application is strongly advised.

Ark is committed to safeguarding children; successful candidates will be subject to an enhanced Disclosure and Barring Service check.

Job Description: Data, Exams and Curriculum Manager

The Role
- To manage data required by the School for external and internal use.
- Maintenance of accurate assessment and reporting data within Bromcom database.
- To lead on and provide administrative and clerical support for all aspects of business services, but specifically within Data, Exams and Timetabling.
- To be responsible for the exemplary maintenance of student records.
- Support links with the community, families and local environment.
- To work with relevant colleagues to ensure the smooth running and administration of all internal and external examinations and to liaise with teachers, students, parents, Ark central team and examination boards in respect of examination requirements, entries, results and communications, ensuring that the School adheres to all Awarding Bodies' regulations. Be responsible for the running of all internal and external exams.
- You will be supported by and need to support a Data and Exams Officer to complete this role

Key Responsibilities
Data
- Maintain all areas of data input, output within Bromcom including; student reporting, attendance data, FSM data, Census returns, admissions/leavers, exclusions, timetabling support, student contact details, staff details, examination data tracking/assessment data and recording of students' special needs.
- Collect assessment data from various teaching staff, and data entry of such information into relevant systems.
- Upload and maintain the student assessment records of student progress, making sure that all information held is accurate and reliable working closely with the SLT member responsible for assessment and intervention.
- Provision of assessment information and reports (as and when required), to the DCSF, ARK, LA, Principal/Regional Director, staff, students and parents.
- Preparation of statutory reports as required.
- Maintain and regularly update information about the school in the academy self-evaluation.
- Design and produce data reports as required to meet the needs of senior leaders.
- Advise Principal regarding organisation and management of data systems.
- Access and disseminate attainment, progress, predications and value-added data to subject leaders and SLT from the following sources:
  - Data Enabler
  - Fischer Family Trust
  - BGFL org/perform
  - ARK
- Assist in data entry for the production of the school timetable and other tasks such as rooming and printing timetables
- Engage with ARK network events, meetings and consultation about data

Examinations

- To be the named contact for Awarding Bodies and to liaise with them as necessary.
- Liaise with teaching staff to ensure that student examination entries are correct and that deadlines are met for the despatch of all coursework to moderators.
- Process and input all examination entries with the appropriate Awarding Body, by the set deadlines.
- Ensure that all examination materials are stored securely.
- Manage internal and external examination timetables and accommodation, in liaison with SLT.
- Recruit and manage examination invigilators.
- Ensure that each examination is conducted and invigilated in accordance with Awarding Body regulations.
- Despatch all public examination papers to the appropriate examiner in accordance with time scales set by the Awarding Body.
- To be available for work in August in preparation for the GCSE download and then up until the end of the holiday period. To lead on downloading all results, ensuring all results are in the system and that results are accurate; submit queries and remark applications and address all matters surrounding results and exam boards.
- Ensure that student certificates are checked, recorded and stored securely until students collect them.

Timetable

- To lead on the design of the school timetable using appropriate software (eg. E-Timetable and Edval) between March and August
- Maintain the school timetable and make appropriate changes as needed during the year.
- Prepare a new academic year calendar in Bromcom.
- Set up and maintain registration groups, allocate student memberships, tutors and class groups.
- Update and apply periodic and casual changes to courses, teachers and rooms.

Other

- Manage the casual admissions and leavers procedures, liaising with students and collecting and storing the relevant information, in order to maintain the smooth running of the process.
- Any other duties commensurate with the grade and post, and/or required by line manager.
- Attend training sessions as appropriate

Person Specification:
Data, Exams and Curriculum Manager

Qualification Criteria
- Right to work in the UK

Experience
- Experience of working in a similar role in a school environment
- Experience of working with Bromcom
- Experience of working in Excel

Desired Experience (Training and support will be provided to the right candidate)
- Experience of writing a timetable
- Experience with managing exams

Personal Characteristics
- Genuine passion and a belief in the potential of every pupil
- Helpful and positive nature, calm and caring
- Energetic and dynamic
- Understanding of the importance of confidentiality and discretion

Specific Skills
- Good IT skills
- Good administrative and organisational skills
- Good communication skills

Other
- Commitment to the safeguarding and welfare of all pupils.
- This post is subject to an enhanced Criminal Records Bureau disclosure.

Ark is committed to safeguarding and promoting the welfare of children and young people in our academies. In order to meet this responsibility, we follow a rigorous selection process. This process is outlined [here](), but can be provided in more detail if requested. All successful candidates will be subject to an enhanced Disclosure and Barring Service check.