| **Job Description** |
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| **Service:** Newham Pupil Referral UnitsTunmarsh / New Directions  **Job title:** Data Manager and Exams Officer |
| **Grade:** P01  **Date last updated:** Sept 2025  **Fulltime / FTC** |

| **EQUALITY AND DIVERSITY** |
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| We are committed to and champion equality and diversity in all aspects of employment with the London Borough of Newham. All employees are expected to understand and promote our Equality and Diversity Policy in the course of their work. |

**PROTECTING OUR STAFF AND SERVICES**

Adherence to Health and Safety requirements and proper risk management is required from all employees in so far as is relevant to their role. All employees are expected to understand and promote good Health and Safety practices and manage risks appropriately.

###### **Overall Purpose of Job**

To lead and manage the collection and **analysis** and **interpretation** of data on pupil attainment, progress, and achievement in order to meet statutory and corporate requirements and to **provide high-level support to Senior Leadership in interrogating and analysing data** to support the performance monitoring of the School.

Management of whole school MIS

To lead and manage the IT user accounts for staff across all schools and provision.

To lead on the development and administration of both schools’ timetables, ensuring appropriate consultation with SLT and key staff.

To be responsible for the administration, organisation and smooth running of all internal and external examinations.

To maintain regular and effective liaison with key colleagues and services, schools; corporate partners; agencies and the Department for Education.

## **Job Context**

* The postholder reports to the Assistant Headteacher Progress and Outcomes.
* The postholder has line management / management responsibility for up to 5 members of staff, including the Data and Exams assistants, all staff invigilators
* The postholder has responsibility for the exams budget (£15000).

## **Key Tasks and Accountabilities**

Key tasks and accountabilities are intended to be a guide to the range and level of work expected of the postholder. This is not an exhaustive list of all tasks that may fall to the postholder and employees will be expected to carry out such other reasonable duties which may be required from time to time.

**In relation to the MIS**

1. **MIS Management and Administration**
   * System Maintenance and Integrity: Oversee the day-to-day operation, configuration, and security of the MIS.
   * New Academic Year Setup: Roll over the system for the new academic year, including promoting students, updating curriculum years, creating new registration groups, and setting up the new school timetable structure.
   * User Management: Manage all staff and student user accounts, access permissions, security levels, and password generation/resets to ensure appropriate access to confidential data.
   * Data Integration: Coordinate and facilitate integration between the MIS and other school software (e.g., assessment platforms, parent portals, library systems, learning platforms).
   * Liaison with Providers: Serve as the main point of contact for the MIS provider, coordinating system upgrades, maintenance, and troubleshooting technical issues.
   * Attendance: Oversee and provide additional support where required in relation to the statutory requirements of recording and tracking attendance.
2. **Data Accuracy, Input, and Maintenance**
   * Data Quality Assurance: Implement procedures and routines to monitor and ensure the accuracy, consistency, and completeness of all data within the MIS.
   * Record Management: Maintain all core student and staff records, including personal details, admissions, leavers, contacts, medical, and demographic information.
   * Admissions and Leavers: Manage the process of adding new students (e.g., all new admissions) and accurately processing leavers, including the transfer of Common Transfer Files (CTFs).
   * Curriculum and Timetable Data: Work with the timetabler to implement, update, and maintain the school timetable within the MIS, ensuring student-to-class/group allocations are correct.
   * Data Cleansing: Regularly review and cleanse data to remove irrelevant or outdated information in line with school retention policies.
3. **Statutory and Internal Reporting**
   * Statutory Returns: Manage and complete all mandatory statutory returns and data submissions (e.g., School Census, DfE data collections) accurately and on time.
   * Internal Reporting: Design, generate, and distribute and regular data reports for the Senior Leadership Team (SLT), department heads, and other staff on attendance, behaviour, attainment, and progress.
   * Data Interrogation and Insight: Interpret complex datasets to identify significant trends, patterns, and anomalies in pupil performance and school activity, providing actionable insights to the Senior Leadership Team.
   * Parent/Guardian Reports: Manage the process for producing and distributing student progress reports, report cards, and other system-generated communications to parents/guardians.
   * Assessment Data Management: Import, manage, and process assessment data, including internal mark sheets and external results (e.g., Key Stage 2 scores, public exam results), and export data to specialist analysis tools.
   * KPIs: Process the identified trends, patterns and changes in activity and performance into management information and knowledge in order to provide a clear, accurate and evidence based platform for policy and planning and to apply statistical techniques to data in order to yield robust, secure and reliable evidence for performance improvement.
   * Work closely with Newham PRUs Business and Admin teams as appropriate to oversee the accuracy and completeness of the workflow process for excluded pupils to ensure provision from day six, to meet with statutory DfE guidance and procedures.
4. **Data Protection and Compliance**
   * GDPR/Data Protection: Ensure the school's MIS usage and data handling comply with Data Protection regulations (e.g., GDPR) and school policies.
   * Data Security: Monitor system security and access, implementing necessary measures to safeguard sensitive information.
   * Subject Access Requests (SARs): Assist in gathering and providing data required to respond to Subject Access Requests within the statutory timeframe.
   * To provide accurate information to Government and other agencies in order to ensure that the PRUs meet their statutory duties, Local Authority requirements and partnership agreements, including the statutory school census returns for both schools.
5. **Training and Support**
   * Staff Training: Develop and deliver training sessions and user guides for staff (teaching and administrative) on the effective and correct use of the MIS and its various modules (e.g., attendance, behaviour, assessment).
   * First-Line Support: Provide first-line support and troubleshooting for staff experiencing issues with the MIS or related data systems.
   * Promoting Best Practice: Work with staff to improve their use and understanding of data within the MIS to inform teaching, intervention, and school improvement initiatives.

### **In relation to Public Examinations**

* To line-manage staff involved in the management of data, Exams administration, including lead invigilators and support staff.
* Help combine data received from a variety of outside agencies and internal sources (e.g. external exam grades, coursework marks) and linking it with the school’s database.
* In the role of Exams Officer, take ownership of all matters relating to external examinations; from entering pupils for relevant qualifications, ensuring compliance with examination policies during the examination series and managing post examination processes
* Register entries with exam boards, ordering papers
* Manage the secure storage of papers and documentation (including checking papers when they arrive)
* Maintain information about qualifications and enrolments on our MIS (including manually managing the latest Qualification numbers or QANs).
* Keep up to date with JCQ regulations and ensuring that the ICE booklet is followed
* Work closely with the Headteacher to ensure entries are processed correctly, deadlines are adhered to and results are shared
* Work with the SENCO to ensure that students get the correct access arrangements during exams
* Oversee and manage the examination administration and entry process, liaising with mainstream schools, partners around pre- and post-examination services.
* Oversee and manage the operation of the examination's policies, in accordance with JCQ regulations.
* Lead on the oversight of examination staff including all invigilators ensuring appropriate delivery of invigilation training.Work closely with Newham PRUs Business and Admin teams as appropriate to oversee the accuracy and completeness of the workflow process for excluded pupils to ensure provision from day six, to meet with statutory DfE guidance and procedures.

### **In relation to timetabling**

* Lead on the creation & maintenance of Newham PRUs Timetable, supporting in the delivery of training and use of timetable writing software linked with MIS.

### **Other responsibilities**

Attend meetings as appropriate

Undertake any other reasonable duties assigned by the headteacher

| **Personal Specification** | |  | |
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| **Job Title:** Data Manager and Exams Officer |  | | |
| Tunmarsh / New Directions(Tunmarsh based) |  | | |
| **Grade:** P01  **Fulltime / FTC** |  | | |

| **IMPORTANT INFORMATION FOR APPLICANTS** |
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| The criteria listed in this Person Specification are all essential to the job. Where the Method of Assessment is stated to be the Application Form, your application needs to demonstrate clearly and concisely how you meet each of the criteria, even if other methods of assessment are also shown. If you do not address these criteria fully, or if we do not consider that you meet them, you will not be shortlisted. Please give specific examples wherever possible. |

| **CRITERIA** | **METHOD OF ASSESSMENT** |
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| **EQUALITY AND DIVERSITY** | |
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| **KNOWLEDGE:**   * Excellent ICT skills with extensive knowledge of creating and developing databases in order to input, manage and manipulate data as required. * Demonstrate good knowledge and commitment to diversity and equality in the workplace | Application Form/Interview  Application Form/Interview/Test |
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| **QUALIFICATIONS:**   * Level 2 qualifications in Literacy and Numeracy essential. * Level 3 qualification is an advantage. * Graduates welcome. | Application Form/Interview/Certificate |
| **EXPERIENCE:**   * Experience of working in a dynamic and complex school or college environment is preferred. * Management of a MIS * Experience in management of staff. * Experience of using software packages (including MIS) and other related database/spreadsheets. * Proven experience in providing clear, analytical support and insights to Senior Leadership/Management. * Experience of project work. * Experience of working efficiently, effectively and accurately. | Application Form/Interview  Application Form/Interview /Test  Application Form/Interview  Application Form/Interview /Test  Application Form/Interview /Test  Application Form/Interview  Application Form/Interview |
| **SKILLS AND ABILITIES:**   * Ability to communicate complex, diverse information effectively with all levels of staff, internal and external agencies in a clear and concise manner. * Ability to deal effectively with queries and to provide appropriate advice as required * Ability to use IT, including data analysis and spreadsheet packages as an effective resource. * Strong ability to interpret complex data, draw robust conclusions, and present findings and recommendations clearly to inform strategic decision-making * Ability of following, creating and implementing systems and procedures * Ability to investigate queries. * Ability to plan, supervise and monitor the work of staff. * Ability to prioritise conflicting demands and to work effectively under pressure to meet multiple deadlines * Well developed oral and written communication skills * Good written and verbal communication skills. * Effective interpersonal skills. * Ability to work effectively as part of a team. * Ability to work on your own initiative. * Ability to learn and use new systems quickly. * Ability to prepare reports and documents. | Application Form/Interview  Application Form/Interview  Application Form/Interview/ Test  Application Form/Interview /Test    Application Form/Interview /Test  Application Form/Interview  Application Form/Interview  Application Form/Interview  Application Form/Interview  Application Form/Interview  Application Form/Interview  Application Form/Interview  Application Form/Interview  Application Form/Interview |
| **PERSONAL STYLE AND BEHAVIOUR:**   * Ability to use judgement and sensitivity. * Ability to work independently and as part of a team. * Ability to identify areas for development and show commitment to self and staff career development * Demonstrates strong interpersonal and networking styles | Application Form/Interview  Application Form/Interview  Application Form/Interview  Application Form/Interview |
| **OTHER REQUIREMENTS:**  **DBS**  This role is subject to an enhanced DBS check and is exempt from The Rehabilitation of Offenders Act  A willingness and ability to work out of hours on occasion  The post holder will require flexibility and resilience in order to be able to manage the demanding environment of working in a SEBD setting. | Application Form/Interview  Application Form/Interview  Application Form/Interview |