



SEAX Multi-Academy Trust

Data Manager Thriftwood College Scale 6 (Points 12-17)

Thriftwood School & College Job Description & Person Specification

Job Title:	Data Manager
Role:	Permanent, Part-Time: 30 Hours per week
Grade:	LGPS Scale 6, Point 12 (points 12-17)
Based at:	Thriftwood College
Reports to:	Executive Headteacher, College Lead, Leadership Team, PA to the Headteacher/Office Manager
Liaison with:	Executive Headteacher, College Lead, PA to the Headteacher/Office Manager, Administration staff, other college and school staff, parents/carers, pupils, visitors, external agencies
Job Purpose:	<ul style="list-style-type: none">• Administration and organisation of all aspects of External Examinations• Work as part of a wider administration team to ensure an efficient and effective administrative service for Thriftwood College and School• Maintain the SCR and take on administrative duties related to safeguarding• To undertake General Data Protection Regulation responsibilities

The SEAX Vision

“The Trust academies, within the community of Essex, will:

Provide outstanding educational experiences for children and young people with special educational needs

Put the well-being and achievement of pupils at the heart of all decision making”



The overriding expectation is that employees and those engaged to work in the Trust will adopt high standards of personal conduct in order to maintain the confidence and respect of their colleagues, pupils or students, the public in general and all those with whom they work or come into contact within the course of their employment or engagement by the individual academy.

Job Description: Data Manager

Principal Accountabilities
<ul style="list-style-type: none">• Administration and organisation of all aspects of External Examinations• Work as part of a wider administration team to ensure an efficient and effective administrative service for Thriftwood College and School• Maintain the SCR and take on administrative duties related to safeguarding• To perform clerical and administrative duties, including responsibility for maintaining the College Inventory• To undertake General Data Protection Regulation responsibilities
Main Duties & Responsibilities
<p>Safeguarding Support</p> <ul style="list-style-type: none">• Provide general administrative support to the Designated Safeguarding Lead• Take responsibility for the upkeep of the School & College's Single Central Record (SCR)• Take responsibility for ensuring staff, visitors, volunteers and contractors meet the safeguarding requirements as set out in KCSIE• Take responsibility for upkeep of the College & School's Visitor Policy• Ensure that the SCR is checked regularly by the Executive Headteacher, member of the EC or Trust <p>Public Examinations</p> <ul style="list-style-type: none">• Collect and send estimated entries to the Boards (between June and October)• Arrange subject re-sits when required – entries, timetable, rooming• Order syllabuses, past papers and support material (if college required)• Distribute and disseminate communication from Examination Boards – regulations, INSET materials, syllabus availability, fees, provisional and final timetables etc• Special Arrangements and Special Considerations – collect recommendations from staff and make application to the Boards• Examination entries – ensure correct syllabus, tier, modules are entered using Electronic Data Interface (EDI)• Estimated grades – collate and record as necessary• Set deadlines for examination tier movements and send Entry Amendment files to the Boards using EDI• Board Coursework and TEMs forms – distribute to staff and return to Board/Moderator by due date (if college required)• Compilation of coursework deadlines and contact with moderators (if college required)• Arrange moderators' visits (if college required)

- Board Estimate Grade forms – distribute to staff and return to Exam Board by due date (if college required)
- Construct master examination timetable – allocate rooms and seating
- Liaise with Premises Management Team – layout and setting up of examination venue
- Examination Clash control – make application to Board to resolve examination clashes – ensure students affected know procedure (if college required)
- Arrange supervision of students affected by clash of examination (if college required)
- Print and distribute individual student timetables, Board Statement of Entry and individual Warning to Candidates Notice
- Examination letters to parents
- Ensure security of examination papers
- Examination stationery control
- Construct examination packages – papers, correct stationery, examiners' addresses and packaging materials, candidate numbers
- Liaise with Head of Key Stage to oversee students' entry, exit and conduct during external examinations
- To organise with Heads of Key Stage and Teaching Staff the starting of examinations
- Ensure invigilation rules and procedures are adhered to: i.e. correct notices displayed etc
- Ensure completion of examination registers
- Despatch exam papers and registers to examiners
- Download results using EDI at times of release
- Printing individual student results and distribution of Board Results Slips
- Sending off requests for re-marks and examiners reports
- Dissemination of results to Senior Leadership Team, Heads of Key Stage and Governors
- Providing information for Academy website and prospectus (if college required)
- Checking and appropriate distribution of certificates (if college required)
- Making arrangements for KS3 exams to be held at the School site when necessary, including transportation of papers as per JCQ regulations (if college required)
- Responsible for the arrangement of sufficient invigilators (including training), readers and scribes to cover examinations.
- Organising the annual membership of The Exams Office
- Annual update of all exam policies

Student Assessment Data Management

- Produce Annual Reports and a summary of academy data analysis for governors and SEAX Directors
- Analyse data and produce reports for the Leadership Team and class teachers (if college required)
- Responsibility for co-ordination of all academy assessment programmes (PLTS, Reading scores, Maths) – collection and input of data, analysis, reports, timetable of assessments. (if college required)
- Extracting data for teaching staff by individual student or by teaching group as requested (if college required)
- Such other duties as may be required by the Executive Headteacher (if college required)

Administrative

- To provide Reception duties to the College as part of a shared responsibility
- Keep records of School & College local policy update requirements and bring these to the attention of the SLT in a timely manner
- Assist in the production of the annual pupil census (if college required)
- Maintain and update the student Arbor database
- Maintain and update the College Inventory
- Maintain College website, Admin email and Diary Systems
- Administer the Visit Management System, take in post and deliveries and be responsible for ensuring the Reception Area is tidy and welcoming as part of a shared role
- Register student attendance and College meals on the Arbor system, liaising with class tutors and catering staff
- Assist in the arrangements for Parents' Open Mornings and hospitality for visitors
- Produce letters for students and class/staff /leaver lists when required
- Assist in collating student social worker information and student mobile numbers and input on to relevant systems
- Assist in the administration of the College Immunisation process
- Assist in the registering of the New School Year Set Up on Arbor
- Input any student accidents onto Arbor

General Data Protection Regulation (GDPR)

- Attend meetings as required
- Update Policies and Key Documents as required
- Responsibility for collating and logging Pupil Consents and Staff Annual Training
- Assist with the GDPR yearly audit
- Be the main point of contact and administer Subject Access Requests (SAR), Data Breach Investigations and Data Protection Impact Assessment (DPIA) as and when required

Other Responsibilities

- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager;
- To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace;
- To ensure that all duties and services provided are in accordance with the Academy's Equal Opportunities Policy.

The duties and responsibilities of this post may vary from time to time according to the changing needs of the College. This job description may be reviewed at the discretion of the Executive Headteacher in the light of those changing requirements and in consultation with the Local Academy Committee.

The SEAX Trust and Local Academy Committee are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.



Person Specification: Safeguarding & Finance Administrator

Person Specification – Essential Skills & Qualities	
Qualifications	<ul style="list-style-type: none"> • Excellent reading and writing skills equivalent to at least NVQ Level 3; • Excellent numeracy skills equivalent to at least NVQ Level 2; • Recognised secretarial/IT qualification; • Knowledge of School Internal and External Examination Processes
Relevant Experience	<ul style="list-style-type: none"> • Experience in School Exams and timetabling • Fast, accurate keyboard skills; • Strong IT skills with experience of Microsoft programmes, including Excel; • Practical experience of working in a busy office environment; • Excellent organisational skills; • Ability to remain calm under pressure; • Able to be flexible; • Able to follow instructions accurately; • Able to use own initiative and work independently; • Ability to manage and support the work of others confidently; • Ability to manage own time effectively; • Ability to adapt quickly and effectively to changing circumstances, situations; • Creative with an ability to resolve problems independently; • Experience of Arbor; • Ability to write detailed reports, letters etc; • Ability to communicate effectively via email, in a timely manner; • Ability to use clear language to communicate information unambiguously; • Ability to listen effectively; • Ability to negotiate effectively with adults and children.
Personal Qualities	<ul style="list-style-type: none"> • An ability to relate well to young people and their parents/ carers; • Discretion, sensitivity and confidentiality; • An excellent telephone manner; • Excellent interpersonal skills; • Ability to use own initiative, working independently and collaboratively as a member of a small team.
Skills	<ul style="list-style-type: none"> • Excellent understanding of child development and learning processes; • Ability to work effectively with a range of pupils, aged from 14 - 19 years; • Ability to assess and record progress and performance and recommend appropriate strategies to support development; • Able to motivate, inspire and have high expectations of pupils;

	<ul style="list-style-type: none"> • An ability to prioritise work, to cope with competing demands, deadlines and interruptions; • Excellent written and verbal communications; • Time management skills; • Good organisational skills; • Quick to learn; • Able to contribute to group thinking, planning etc; • Ability to work with parents and carers to improve support for children; • Ability to establish rapport and respectful and trusting relationships with children, their families and carers and other adults; • Ability to work effectively with a range of adults.
Physical Requirements	<ul style="list-style-type: none"> • Stamina; • Good level of health and fitness.
Disposition	<ul style="list-style-type: none"> • Helpful and a calm, professional manner; • Friendly and approachable; • A sense of humour; • Patience, tact and diplomacy; • Enthusiasm and a positive outlook; • An enthusiastic approach to both routine tasks and unexpected challenges; • Excellent personal presentation.
General Circumstances	<ul style="list-style-type: none"> • A good record of attendance and punctuality in the last three years; • To develop self within the post, undertaking training and performance review, as appropriate, to ensure that relevant skills are updated in order to support the development of Thriftwood; • To be aware of Thriftwood's duty of care in relation to staff, pupils and visitors and to comply with health and safety policies at all times; • To be aware of, and comply with, the codes of conduct, regulations and policies of the College and its commitment to equal opportunities.