



# Highams Park School

An independent state funded Academy

Principal - Mr P Grundy BA (Hons) PGCE

34 Handsworth Avenue  
Highams Park  
London E4 9PJ

Phone: 020 8527 4051

Fax: 020 8503 3349

enquiries@highamsparkschool.co.uk  
www.highamsparkschool.co.uk

<b>Post Title:</b>	<b>ASSESSMENT AND EXAMINATIONS DATA MANAGER</b>
<b>Salary / Grade:</b>	<b>Scale 6 (Pts 18-20) to S01 (Pts 23-25) (NJC Scales)</b>
<b>Responsible for:</b>	<b>SCHOOL ASSESSMENT DATA</b>
<b>Responsible to:</b>	<b>DEPUTY PRINCIPAL</b>
<b>Weeks / Hours:</b>	<b>42 Weeks (39 Term Time +3 weeks over Summer Exam Results)</b>
<b>Job Purpose</b>  <p>To support the work of the school in the use of assessment data on SIMS, Excel and online subscription services such as FFT Aspire and ALPs.</p> <p>To work under the guidance of the Deputy Principal to ensure that students' academic and pastoral data is effectively tracked and reported on throughout years 7-13.</p>	
<b>Main (core) Duties</b> <ul style="list-style-type: none"> <li>• Data handling for the school with a focus on the management of assessment, examinations and performance data and subsequent analysis.</li> <li>• The use of Assessment Manager with SIMS.</li> <li>• To produce data output reports as required.</li> <li>• To attend meetings as appropriate.</li> <li>• To work with the Deputy Principal and advise on the use of data as appropriate.</li> <li>• To play a key role within the wider 'data team' to ensure a coherent development to the use of data in the school: Exams &amp; Assessment Officer and Assessment Data and Cover Co-coordinator.</li> <li>• Coordination of the collection of all centrally recorded student data concerning the assessment of academic and personal progress, including designated internal and external tests and exams.</li> <li>• The prompt collation of external school exam results and the preparation of data reports necessary for their analysis e.g. GCSE, BTEC and 'A' level results.</li> <li>• Storing current and past records of such data in an electronically accessible form.</li> <li>• Processing and reporting students' academic records in such ways as the school may require.</li> <li>• Generating reports showing summary and statistical information derived from these records as required.</li> <li>• Provision and maintenance of facilities to collect internal academic data by direct data entry by relevant staff.</li> <li>• Combining data received from a variety of outside agencies and internal sources (e.g. internal assessment data, CAT data, FFT data, ALPS data, KS2 scores, GCSE grades, coursework marks) and linking it with the school's databases including SIMS.</li> <li>• Oversee the development of the schools use of SIMS to track achievement where necessary. Oversight of the method of storing academic data to best equip senior and middle leaders to oversee progress at whole-school and department level.</li> <li>• To create / maintain SIMS templates, grade sets, mark sheets and report templates.</li> <li>• To maintain and implement the school's assessment calendar ensuring high quality reports are provided to parents.</li> <li>• Where necessary, to provide one-to-one training for users on a range of assessment packages including, at present, 4 Matrix, ALPS connect, SIMS assessment manager and Excel.</li> <li>• To evaluate new assessment packages and software as they become available and advise the SLMT line manager of potential benefits.</li> <li>• Familiarity with and the ability to customize the operation of appropriate software to enable the</li> </ul>	



# Highams Park School

An independent state funded Academy

Principal - Mr P Grundy BA (Hons) PGCE

34 Handsworth Avenue  
Highams Park  
London E4 9PJ

Phone: 020 8527 4051

Fax: 020 8503 3349

enquiries@highamsparkschool.co.uk

www.highamsparkschool.co.uk

collection and reporting data to suit the requirements of the day.

- Attending training courses in the use of relevant software.
- Attendance at all relevant training sessions of new management software and subsequent training of day-to-day users in appropriate modules.
- Attendance at internal meetings with Heads of Department where assessment data is reviewed with the senior management team.
- Liaising with relevant colleagues in school.
- Liaising with external agencies as required.
- To carry out other duties, commensurate with the post, necessary for the smooth running of the school as required by the line manager.
- 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.
- Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy and online safety policy.
- The Board of Trustees is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.
- The duties above are neither exclusive nor exhaustive and the post holder may be required by the Principal to carry out appropriate duties within the context of the job, skills and grade.

## Personal Specification

- Will be a dedicated and enthusiastic professional who has excellent ICT skills.
- To work well in a team, to demonstrate patience and a commitment to supporting the work of those around them.
- Will have experience of working with SIMS within a school setting and be able to develop and promote its use to analyze, process and manipulate internal and external data.
- Will have extensive knowledge of Excel and be confident in its use to store, process and analyze large quantities of student data.
- In conjunction with the examinations officer, to be competent at processing and manipulating examination results.
- Maintain confidentiality of individual student data as appropriate and ensure security of both internal and external data sources in accordance with the school's data protection policy and privacy notices.