



REGIONAL ASSESSMENT EXAMINATIONS & DATA MANAGER

**NJC Senior Grade 10 point 28-30
(previously BBU10 point 34-36)**

Required as soon as possible

Are you?

- Motivational.
- Well organised and efficient.
- A good communicator.

If so we can offer:

- A highly rewarding challenge in a progressive and well-motivated environment.
- The opportunity to join thriving and progressive schools and Multi-Academy Trust.
- An exceptional CPD provision tailored to suit your needs.
- Career/secondment opportunities with our MAT schools.
- Childcare vouchers

We are looking for a committed Exams and MIS Data Manager (SIMS) with a positive attitude, enthusiasm and a keen eye for detail. The job is a new role working closely with the Central Team and other school leaders across the CMAT Kempston Federation Trust to develop and support systems which: provide data to bring about school improvement; support the schools operationally; manage and administer all external and internal examinations; ensure compliance.

Key responsibilities include:

- to oversee the provision of accurate and timely information as required by Schools, external bodies and the Trust;
- to support the Central Team with the analysis of data, providing reports and data analysis to bring about school improvement;
- to support and advise school and Trust leaders, and Governors on progress towards all school targets;
- The day-to-day management of SIMS at KCA, Daubeney and Springfield.
- The setting up and maintaining various rigorous reporting systems.
- The data systems management and pre-empt the changes and developments which all Kempston academies will need to make in the field of MIS.
- To advise and support Headteachers, Senior Leaders and Curriculum Leaders in setting up, running and managing data reports.
- To advise all Kempston Academies on procedures and processes related to pupil progress and data responsibilities.
- The entry, administration, organisation and data analysis of all examinations at KCA, Daubeney and Springfield.
- To advise and support Headteachers, Senior Leaders and Teachers in all aspects of the examination process.



- Managing the examinations registration process with the relevant Board, ensuring JCQ regulations in terms of receiving, storing and administering exams are adhered to, developing and running all exam procedures and systems, providing relevant training to all invigilators, ensuring that the JCQ requirements are adhered to at all times, dealing with invoices from exam boards and reconciling
- To be responsible for payments for exams, correctly setting up the exam rooms, creating and distributing examination, rooming and invigilation timetables to students and staff, liaising with the awarding bodies to ensure that students receive any special consideration due to them together with allowances for prevailing circumstances and keeping abreast of developments in education and the corresponding changes in qualifications and assessment.
- Supervision and instruction of support staff who may have aspects of data / examinations support within their job description.

If you have imagination and aspirations then we can provide a friendly and supportive environment in which you can flourish. You must be a team player, organised, versatile and who is able to motivate and work with young people. You will have high expectations and be an effective communicator.

Kempston Challenger Academy is part of the Challenger Multi Academy Trust. Our partnership with CMAT is a really exciting development that is transforming secondary education in Kempston.

Visits to our school are most welcome.

For an application pack and further details please contact: jcarr@kempstonchallengeracademy.org. The closing date is midday on Monday 3rd June 2019.

All posts are subject to enhanced DBS clearance.