

JOB ROLE: **STUDENT SERVICES MANAGER and EXAMS OFFICER**

PAY BAND: **8**

HOURS: **37 per week/52 weeks per year (*weeks can be negotiated*)**

REPORTS TO: **Assistant Headteacher: Progress and Outcomes**

Trafalgar School is a vibrant learning community where every member of staff understands the difference that they can make to our students' outcomes. We expect all staff to be actively involved in the personal development of our young people and to show full commitment to their own and the school's professional development.

Trafalgar School and its Governing Body are committed to safeguarding and promoting the welfare of children and young people; and they expect all staff to share this commitment.

Key Purposes:

To have lead responsibility for the Student Services Team in all areas of their work namely: Exams (including Access), Data and Information Systems (SIMS, SISRA, FFT, Class Charts, School Cloud), Attendance, Admissions, Cover, Medical / Welfare, Trips, Cashless Payments and general resources to ensure student's well-being and that they are ready for learning.

To ensure the effective organisation and provision for students taking examinations.

To have lead responsibility for managing and maintaining the School's Management information Systems namely SIMS, SISRA and Classcharts.

To ensure the welfare and medical needs of the students are met in line with school procedures and policies.

To have lead responsibility for the school's assessment information systems to enable effective reporting and monitoring of student progress including the parental reporting gateway.

To have lead responsibility for the administration of offsite school visits at Trafalgar School.

To lead and manage the systems to support students in line with the equality act.

To participate in Professional Learning and Development programmes and Performance Management, including the identification of own team development needs.

To ensure the accurate recording of absence is line with the School's Management of Absence Policy.

Accountabilities:

1. *Examinations*

Responsible for the organisation of all public and internal examinations including

- The coordination of examination entries and withdrawals
- The download of results, results day and the presentation of result data.
- Advising staff of changes to procedures
- Ordering and administration of examination papers.
- Appointment, training and leadership of invigilators.
- Liaison with the Inclusion Department to ensure provision is made for all students with special requirements.

- Coordinating all communication with exam boards eg. special consideration, remark requests and appeals.

Working with an exam's assistant on:

- Preparation of examination venues including appropriate seating and desk arrangements, display of examination numbers, display examination board notices and necessary equipment so that they meet the examination bodies requirements.
- Production of invigilator timetables.
- Secure storage of examinations and completed scripts as per the rules and regulations of the Examination Boards.
- Starting and ending examinations.
- Collation and posting of completed scripts.

2. *Data Systems*

- Lead the effective management of data and information systems – SIMS, SISRA, FFT, Class Charts and School Cloud
- Responsible for maintaining accurate and up to date student information on all systems, including personalised student information, cohort information, student groups, target grades and classes
- Responsible for the coordination and accurate completion of the school census and other statistical government returns.
- Responsible for the development and support of data devices to provide consistency of data.
- Responsible for the provision of accurate summary data to SLT and Governors as required.
- Responsible for the management of system permissions including issuing passwords and ensuring all staff have correct access to the information management system and all other data devices.

3. *Assessment*

- Responsible for the provision and development of data for analysis.
- Responsible for the creation and maintenance of grade sets, mark sheets and report templates.
- Responsible for supporting parents and students with accessing their school data on line.
- Responsible for monitoring and maintaining student tracking systems.
- Responsible for creating and issuing internal reports to Tutors, Heads of House and the Senior Leadership Team.
- Responsible for the creation and issuing of all parental reports.

4. *Timetable*

- Support the school's timetabler in the administration of the timetable
- Responsible for the setup and maintenance of registration groups, allocating student memberships, tutors and Heads of House from year to year.
- Responsible for the smooth transfer of data between Nova-T – assessment Manager – Academic management throughout the academic year.
- To oversee and arrange daily teaching staff cover as required.

5. *Off-site School Visits*
 - a. To oversee all processes and systems for trips administration lead to safe and appropriate practices on off-site school visits.

6. *Welfare*
 - a. To oversee the First Aid provision within the school adhering to current policies and procedures.
 - b. To oversee the Rewards system.

7. *Leading People*
 - a. Lead and manage the Student Services Team providing assistance, cover and professional development opportunities as needed.
 - b. Lead and manage the work of the Deputy Student Services Manager to ensure that they develop skills and expertise to be able to deputise in the absence of the Student Services Manager.

8. *Other responsibilities*
 - a. To ensure all duties and responsibilities are discharged in accordance with the school's health and safety at work policy.
 - b. Liaise with designated Senior Leadership Team members responsible for examinations, curriculum and assessment.
 - c. Oversee the Student Services team and provide assistance and cover as needed.
 - d. Ensure that systems for recording absence is in line with the School's Management of Absence Policy including liaison with the HR Officer.
 - e. To invigilate public and internal examinations or provide support for students with exam access arrangements when necessary.
 - f. To work restoratively with staff, students, families and colleagues to maintain the strong community culture and very strong inclusive ethos of the school.
 - g. To take responsibility for your own wellbeing.
 - h. To participate in Professional Learning (including INSET and twilight INSET sessions) and Appraisal contributing to the identification of own self development needs.
 - i. To participate in the Personal Development curriculum of our young people.
 - j. To promote students wellbeing by undertaking supervision of students during breaktimes as timetabled on a daily basis.
 - k. To participate professionally in own Line Management meetings, Appraisal Review meetings and team meetings.
 - l. To attend staff meetings as published annually in the whole school diary.
 - m. To liaise with the Head of Administration to ensure that the office area is manned throughout any holiday time.
 - n. To liaise with the Head of Administration and Facilities and Community Manager for the management of the school building, including staff and other persons on site, during any school holiday.
 - o. At the discretion of the Executive Headteacher, to undertake other activities from time to time agreed to be consistent with the nature of the job description.

This job description is subject to annual review and/or change at other times in response to identified needs. It is expected that the post holder will undertake additional duties, as required, and in agreement with their line manager, to operate in a flexible environment.

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