

Disgrifiad Swydd

Teitl y Swydd	Rheolwr Data, Systemau Gwybodaeth ac Arholiadau
Cyfeirnod at Ddibenion Gwerthuso Swyddi	POS23268
Maes Gwasanaeth	Ysgol Gyfun Aberaeron
Graddfa SCP a Chyflog (yn amodol ar Werthuso Swyddi)	Graddfa 10
Diben y Swydd	Darparu gwasanaeth data effeithiol ac effeithlon i'r ysgol gyfan, gan gynnwys cynllunio a chyflwyno arholiadau'r ysgol gan sicrhau bod yr ysgol yn cadw at yr holl reoliadau, yn ogystal â chefnogi swyddogaethau gweinyddol yr ysgol. Cadw i fyny â newidiadau yn y cwricwlwm, arholiadau a hysbysu'r UDA am unrhyw newidiadau sylweddol. Bydd y Rheolwr Data, Systemau Gwybodaeth ac Arholiadau yn arwain, rheoli a datblygu pob agwedd ar ein system MIS i ddarparu rheoli a dadansoddi data effeithiol ar draws yr ysgol. Cymryd cyfrifoldeb am yr holl weithgareddau data o fewn yr ysgol gan gynnwys presenoldeb; ymddygiad; gwobrau a chynnydd, a chefnogi arweinwyr o fewn yr ysgol trwy ddarparu mewnwelediad a dadansoddiad sy'n arwain at ganlyniadau cadarnhaol i'n myfyrwyr. Cynnal data myfyrwyr o fewn yr ysgol gan ddefnyddio Bromcom a systemau eraill i gefnogi Addysgu a Dysgu trwy ddehongli a dadansoddi tueddiadau ac amrywiadau mewn perfformiad a rhannu hyn â chydweithwyr priodol. Bydd deiliad y swydd yn gweithio'n agos gydag aelodau o'r Uwch Dîm Arweinyddiaeth (SLT) i ddehongli gwybodaeth am berfformiad ystadegol gan Lywodraeth Cymru a Chyngor Sir Ceredigion. Bydd y wybodaeth yn cael ei defnyddio i ddangos cynnydd o ran cynlluniau gwella adrannau a chynlluniau yr ysgol gyfan. Rheoli prosesu gweithdrefnau holl arholiadau, er mwyn sicrhau bod yr holl arholiadau allanol yn rhedeg yn llyfn. Bydd yr ymgeisydd llwyddiannus yn sicrhau bod prosesau ysgol gyfan yn cydymffurfio â'r holl gyrrff dyfarnu a gofynion JCQ. Gan weithredu fel y prif bwynt cyswllt ar gyfer data ac arholiadau, byddwch yn gweithio'n agos gydag Uwch Arweinwyr ac yn rheoli tîm o Oruchwyllwyr Arholiadau.

Lleoliad	Ysgol Gyfun Aberaeron
Oriau Gwaith	37
Math o Gontract	Amser Tymor + 2 Wythnos
Hyd y Contract	Cyfnod Mamolaeth
Teitl swydd y Rheolwr Llinell Uniongyrchol	Rheolwr Busnes yr Ysgol
Cyfrifoldebau Goruchwylio / Rheoli – os ydyw'n berthnasol	Goruchwylwyr Arholiadau
Dyletswyddau a chyfrifoldebau	<u>Rheoli Data</u> • Bod yn gyfrifol am y gwasanaeth cymorth cynllunio, datblygu, trefnu a monitro a systemau/gweithdrefnau/polisïau data yr ysgol gyfan. • Bod yn gyfrifol am greu a gweithredu data ac adroddiadau cryno a chywir ar gyfer SLT i hwyluso rheolaeth effeithiol gosod targedau ysgol gyfan i godi safonau a pherfformiad. • Gweithio gyda'r SLT i ddatblygu a monitro systemau gwybodaeth rheoli, gweithdrefnau ac arferion gwaith. • Bod yn gyfrifol am ddylunio a gweithredu gweithdrefnau gweinyddol data proffesiynol yn effeithiol i'r UDA a'r holl staff addysgu. • Comisiynu systemau Data priodol a bod yn gyfrifol am eu gweithrediad effeithiol. • Llunio taenlenni cymhleth yn ôl yr angen ac i ddylunio adroddiadau BROMCOM cymhleth. Coladu data o asesiadau mewnol ac allanol, gan gynhyrchu graddau targed disgyblion ar gyfer adroddiadau myfyrwyr unigol. • Rheoli dosbarthiad a dehongli adroddiadau data e.e., data cynnydd, ymddygiad. • Bod yn gyfrifol am gynhyrchu a chyflwyno ffurflenni statudol amserol i Lywodraeth Cymru ac Awdurdod Lleol (gan gynnwys PLASC, PLASC ôl-16, SWAC) a sicrhau cywirdeb a dilysrwydd yr holl ddata a'i gyflwyno i'r Pennaeth neu'r aelod perthnasol o uwch reolwyr i'w ddilysu. Sicrhau bod cofnodion cywir yn

cael eu cadw ar gyfer pob myfyriwr ac adrodd yn ôl yr angen i Lywodraeth Cymru.

- Darparu sgiliau a gwybodaeth TGCh i gefnogi rheoli data ar draws yr ysgol, gan gefnogi dadansoddiad manwl o berfformiad athrawon, pwnc a chwricwlwm unigol.
- Cadw i fyny â'r canllawiau a'r arfer gorau cyfredol mewn perthynas â gosod targedau, defnyddio data yn effeithiol ac ymateb i ddatblygiadau addysg sydd â goblygiadau ar reoli data.
- Gweithio gyda'r UDA ar sicrhau bod gan y MIS yr holl ddata angenrheidiol ar gyfer adrodd ac allforio data yn effeithiol ar gyfer pwyntiau adrodd LIC.
- Gweithio gyda Rheolwr Busnes yr Ysgol i arwain y gwaith o weithredu offer adrodd a chyfathrebu sy'n effeithlon, yn gost-effeithiol ac yn symlach o ran nifer.
- Darparu DPP i staff yn ôl yr angen mewn perthynas â'r defnydd o'r MIS ac offer adrodd data ehangach.
- Adrodd i UDA ar bwyntiau asesu a darparu mewnbwn a sylwebaeth strategol ynghylch tueddiadau a thargedau perfformiad.

Arholiadau

- Rheoli gweinyddu cofnodion arholiadau yn effeithiol, gan sicrhau bod staff addysgu yn bodloni dyddiadau cau mewnol ynghylch ceisiadau arholiadau i'r ceisiadau sy'n cael eu cyflwyno i'r Byrddau perthnasol.
- Bod yn gyfrifol am wirio bod sgriptiau yn bresennol a'u trefnu, pecynnu sgriptiau a sicrhau bod cofrestrau presenoldeb yn cael eu cwblhau'n gywir cyn i'r sgriptiau gael eu hanfon i'r bwrdd perthnasol. Hefyd pecynnu a phostio unrhyw ddeunyddiau sy'n ymwneud ag asesiadau heb eu harchwilio.
- Bod yn gyfrifol am drefniadau ar gyfer pob arholiad yn effeithiol, gan gynnwys archebu lleoedd, seddi, datrys gwrthdaro a chreu'r amserlen flynyddol ar gyfer gweinyddu'r holl arholiadau a phrofion.
- Gweithio gyda'r CADY ynglŷn ag ymgeiswyr; Gwneud cais i'r cyrff dyfarnu am ystyriaethau

arbennig, trefniadau mynediad a deunyddiau wedi'u haddasu lle bo angen. Hefyd sicrhau bod unrhyw fyfyrwyr sy'n sefyll arholiadau gyda threfniadau mynediad yn cael eu darparu gydag ystafell, staff cymorth a goruchwyliaeth briodol

- Bod yn gyfrifol am arholiadau BROMCOM ar gyfer gweinyddu'r holl gymwysterau galwedigaethol, gan gynnwys hawliadau mynediad ac uned ar gyfer pob pwnc.
- Bod yn gyfrifol am sicrhau bod yr holl gymwysterau yn cael eu hawlio gyda chyrrff dyfarnu.
- Datrys gwrthdaro arholiad yn unol â rheoliadau.
- Cynhyrchu amserlen arholiadau gyffredinol ar gyfer pob tymor a dosbarthu amserlenni ymgeiswyr unigol i fyfyrwyr a rheoli staffio ar gyfer ystafelloedd arholi.
- Cydymffurfio a chynorthwyo gyda datblygu polisïau a gweithdrefnau sy'n ymwneud ag arholiad yr ysgol, gan sicrhau eu bod yn gyfredol ac yn bodloni gofynion JCQ.
- Datblygu perthnasoedd adeiladol a chyfathrebu â'r arolygydd JCQ a sicrhau bod yr holl ofynion yn cael eu bodloni i alluogi'r ysgol i basio'r arolygiad.
- Bod yn gyfrifol am reoli tasgau mewnbynnu data effeithiol a chylch asesu sy'n disgyn y tu allan i'r tymor arholiadau allanol.
- Rheoli derbyn canlyniadau arholiadau ar ddiwrnodau canlyniadau, gan gynnwys prif ddiwrnodau canlyniadau arholiadau mis Awst, mewn cysylltiad â'r Uwch Dîm Arweinyddiaeth a threfnu dosbarthiad y canlyniadau i fyfyrwyr.
- Gweithio gyda Rheolwr Busnes yr Ysgol i recriwtio a hyfforddi goruchwylwyr arholiadau, yn ogystal â darparu llawlyfr iddynt sy'n cynnwys canllawiau ac unrhyw reolau a rheoliadau perthnasol gan y byrddau arholi a'r cyrrff dyfarnu. Bydd angen briffio goruchwylwyr arholiadau yn rheolaidd.
- Mynychu unrhyw gyfarfodydd, cyfleoedd hyfforddi neu ddatblygu fel sy'n ofynnol gan y swydd.

- Ymgymryd â'r dyletswyddau ychwanegol sy'n rhesymol sy'n gymesur â lefel y swydd hon.

Organisation and Administration

- Sicrhau bod trin data, adrodd a dadansoddi data disgyblion yn nodi perfformiad myfyrwyr ac yn cefnogi'r cylch o wella ysgolion, gan ddarparu data ac adroddiadau yn ôl y gofyn.
- Cefnogi cynnal amserlen yr ysgol, gan gynnwys newidiadau amserlen myfyrwyr yn ystod y flwyddyn, myfyrwyr newydd a sicrhau bod gan bob myfyriwr amserlen ar ddechrau'r flwyddyn academaidd.
- Darparu hyfforddiant BROMCOM perthnasol a TG cysylltiedig i staff a darparu cymorth dilynol.
- Rheoli a chydlynu cynhyrchu holl adroddiadau ysgol myfyrwyr gan gynnwys adroddiadau Diwedd y Cyfnod Allweddol, adroddiadau llawn a interim.
- Adeiladu templedi asesu yn MIS Assessment Manager i gasglu data sy'n ofynnol gan yr ysgol a rheoli'r rhain drwy gydol y flwyddyn.
- Diweddarau data MIS yn ôl yr angen, gan gynnwys mewnfario/mewnbynnu data (hy. CAT, FFT, data Diwedd y Cyfnod Allweddol a phrofion NLF ac ati).
- Bod yn gyfrifol am dderbyn a throsglwyddo ffeiliau CTF a'u prosesu yn unol ag anghenion a pholisi'r Ysgol ar gyfer myfyrwyr newydd a phobl sy'n gadael.
- Sicrhau bod data yn cael ei fewnbynnu'n effeithiol i MIS yr Ysgol ac yn unol â phrotocolau perthnasol.
- Rheoli system Personél MIS yr ysgol ar gyfer holl staff yr ysgol.
- Cynnal defnyddwyr a chyfrifon defnyddwyr gan gynnwys hawliau mynediad a chaniatâd (o fewn Bromcom).
- Arwain tîm o ddefnyddwyr MIS allweddol i ddatblygu eu dealltwriaeth a'u profiad o fodiwlau MIS perthnasol
 - Sefydlu meysydd ar gyfer mewnbynnu data.
 - Sefydlu templedi taflenni marcio.
 - Diweddarau adroddiadau.

	○ Argraffu adroddiadau unigol ar gyfer pob myfyriwr a'u dosbarthu i dimau blwyddyn. ○ Mewnbynnu data â llaw. ○ Mewnforio data adrannol o Excel. ○ Allforio ac argraffu gwybodaeth i ragori i'w defnyddio gan Benaethiaid Adrannau, Penaethiaid y Flwyddyn a staff addysgu a gweinyddol yr ysgol. ○ Monitro cwblhau taflenni marcio. ○ <u>Cefnogaeth i'r Ysgol</u> • Byddwch yn hyrwyddwr HWB yn yr ysgol a datblygu ein gwaith 360 Cymru. • Cynnal a monitro system teledu cylch cyfyng yr ysgol. Adolygu lluniau teledu cylch cyfyng yn dilyn unrhyw ddigwyddiadau difrifol ar gais y UDA. • Ymgymryd â dyletswyddau gweinyddol eraill, yn ôl yr angen, yn y swyddfa weinyddol. • Byddwch yn ymwybodol o wahaniaeth a chefnogi gwahaniaeth a sicrhau cyfle cyfartal i bawb. • Cyfrannu at ethos/gwaith/nodau cyffredinol yr ysgol • Datblygu perthnasoedd adeiladol a chyfathrebu ag asiantaethau/gweithwyr proffesiynol eraill • Rhannu arbenigedd a sgiliau gydag eraill • Cymryd rhan mewn hyfforddiant a gweithgareddau dysgu eraill a datblygu perfformiad yn ôl yr angen • Cydnabod cryfderau a meysydd arbenigedd eu hunain a defnyddio'r rhain i gynghori a chefnogi eraill
Atebolrwydd	

Manyleb Person

Y cymwysterau academaidd/proffesiynol/ technegol/galwedigaethol (gan gynnwys Lefel y cymwysterau) sy'n ofynnol ar gyfer y swydd	Gradd neu gymhwyster cyfatebol mewn pwnc data, dadansoddi, TGCh neu fathemategol, neu wybodaeth a sgiliau cyfatebol a enillwyd trwy brofiad perthnasol.			
Lefel y sgiliau ieithyddol sy'n ofynnol ar gyfer y swydd (Gweler y canllawiau iaith a'r ceri net)	Gweler y tabl isod. <i>*Nodyn: Bydd gofyn i'r ymgeisydd llwyddiannus ddysgu'r Gymraeg o fewn 2 flynedd o gael ei benodi os nad ydyw eisoes yn siarad Cymraeg.</i>			
	Gwrandol/ Siarad	Darllen	Ysgrifennu	
Saesneg (Lefelau Fframwaith ALTE)	5	5	5	Hanfo dol
Cymraeg (Lefelau Fframwaith ALTE)	2	2	2	Hanfo dol*
Sgiliau ymarferol/personol sy'n ofynnol ar gyfer y swydd	• Profiad o weithio fel swyddog data ac arholiadau ysgol neu mewn amgylchedd swyddfa ar lefel uwch • Gradd neu gymhwyster cyfatebol neu brofiad mewn disgyblaeth berthnasol • Defnydd effeithiol o MIS Ysgol a phecynnau TGCh arbenigol eraill • Defnyddio offer/adnoddau arbenigol • Gwybodaeth lawn o bolisiâu/codau ymarfer/deddfwriaeth berthnasol • Y gallu i hyfforddi ac ysgogi staff eraill • Y gallu i gynllunio a datblygu systemau • Y gallu i berthynas dda â phlant ac oedolion • Gweithiwch yn adeiladol fel rhan o dîm, gan ddeall rolau a chyfrifoldebau ysgol a'ch sefyllfa eich hun o fewn y rhain • Y gallu i hunan-werthuso anghenion dysgu a chwilio am gyfleoedd dysgu yn weithredol • Sgiliau rhifedd a chyfathrebu rhagorol. • Y gallu i werthuso anghenion dysgu, ac ymrwymiad i ddatblygiad proffesiynol parhaus.			

	• Sgiliau rheoli rhagorol gan gynnwys dealltwriaeth gadarn o reoli data a rheoliadau sy'n ymwneud ag arholiadau. • Unigolyn brwdfrydig a hunan-gymhellol gydag awydd i gofleidio newid er gwell. • Y gallu i arwain trwy esiampl, ysgogi ac ysbrydoli eraill • Sgiliau rhyngpersonol, trafod a chyfathrebu rhagorol. • Y gallu i ddatblygu perthnasoedd rhanddeiliaid i lefel ragorol. • Y gallu i weithio'n hyblyg, arddangos menter eich hun a gweithio'n rhagweithiol. • Agwedd gadarnhaol at hunan-ddatblygiad a datblygiad trwy gyfleoedd hyfforddi priodol eraill sy'n rhan o nodau addysgol. • Y gallu i gynllunio, blaenoriaethu a chyflawni tasgau yn effeithiol mewn amgylchedd pwysau uchel gydag amserlenni tynn a blaenoriaethau sy'n newid yn gyson. • Y gallu i feddwl yn ddychmygus gan ddefnyddio sgiliau datrys problemau creadigol. • Yn gallu gweithio ar y cyd ag eraill sydd â lefel uchel o sgiliau datrys problemau, negodi a dylanwadu. • Hyblyg ac yn gallu gweithio o dan bwysau, yn annibynnol ac fel aelod o dîm • Y gallu i ddatrys gwrthdaro a delio â materion o natur gymhleth a dadleuol • Profiad o ddefnyddio Office (Excel, Word, Outlook) a chronfeydd data eraill gyda'r gallu i gynhyrchu adroddiadau a'r gallu i gyflwyno syniadau, esbonio gwybodaeth gymhleth a nodi gwybodaeth amlwg. • Y gallu i newid agweddau ac ymddygiadau a hyrwyddo ethos yr ysgol
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	• Brwdfrydedd ac ymdrech amlwg i weithredu nodau a nodau'r ysgol • Agwedd gadarnhaol tuag at newid ac awydd i wneud gwahaniaeth cadarnhaol • Y gallu i weithio i ddyddiadau cau ac o dan bwysau • Dull rhesymegol a methodaidd o ddatrys problemau; yn barod i ddysgu sgiliau newydd ac i ddefnyddio meddalwedd newydd • Sgiliau trefnu da a'r gallu i reoli tasgau a llwyth gwaith • Profiad o ddelio â data cyfrinachol a sensitif a chynnal a chadw a storio cofnodion yn briodol • Profiad o ddatblygu a chynnal partneriaeth effeithiol gyda rhanddeiliaid • Dealltwriaeth o swyddogaethau a chyfrifoldebau Llywodraeth Leol a Gwasanaeth Cyhoeddus
Profiad sy'n ofynnol ar gyfer y swydd	

Job Description

Post Name	Data, Information Systems and Examinations Manager
Job Evaluation Post No	POS23268
Service Area	Ysgol Gyfun Aberaeron
Grade SCP and salary – subject to Job Evaluation	Grade 10
Job Purpose	Provide an effective and efficient data service to the whole school including planning and delivery of the school's exams ensuring that the school adheres to all regulations, in addition to supporting the administrative functions of the school's administration. Keeping up to date with changes in curriculum, examinations and informing SLT of any significant changes. The Data, Information Systems and Examinations Manager will lead, manage and develop all aspects of our MIS system to provide effective data management and analysis across the school. To take responsibility for all data activity within the school including attendance; behaviour; rewards and progress, and support leaders within the school by providing insight and analysis resulting in positive outcomes for our students. Maintain student data within the school using Bromcom and other systems to support Teaching and Learning by interpreting and analysing trends and fluctuations in performance and share this to appropriate colleagues. The post holder will work closely with members of the Senior Leadership Team (SLT) to interpret statistical performance information from the Welsh Government and Ceredigion County Council. The information will be used to show progress in terms of departmental improvement plans and those of the whole school. Manage the processing of all examinations' procedures, to ensure the smooth running of all external examinations. The successful candidate will ensure whole school processes are compliant with all awarding bodies and JCQ requirements.

	Acting as the lead point of contact for data and examinations you will work closely with Senior Leaders and manage a team of Exam Invigilators.
Location	Ysgol Gyfun Aberaeron
Hours of Work	37
Type of Contract	Term Time + 2 weeks
Length of Contract	Maternity Cover
Immediate Line Managers job title	School Business Manager
Supervisory/Managerial responsibilities – if applicable	Exam Invigilators
Duties and responsibilities	<u>Data Management</u> • To be responsible for the planning, development, organisation and monitoring support service and whole school Data systems/procedures/policies. • To be responsible for the creation and implementation of concise and accurate data and reports for SLT to facilitate the effective management of whole school target setting to raise standards and performance. • To work with the SLT to develop and monitor management information systems, procedures and working practices. • To be responsible for the design and effective operation of professional data administrative procedures to SLT and all teaching staff. • To Commission appropriate Data systems and be responsible for their effective operation. • To compile complex spreadsheets as required and to design complex BROMCOM reports. Collate data from internal and external assessments, generating pupil target grades for individual student reports. • To manage the distribution and interpretation of data reports e.g., progress data, behaviour. • To be responsible for the production and submission of timely statutory returns to Welsh Government and

	Local Authority (including PLASC, post-16 PLASC, SWAC) and ensuring the accuracy and validity of all data and presenting it to the Headteacher or relevant member of senior management for validation. Ensuring accurate records are maintained for each student and reporting as required to the Welsh Government. • To provide ICT skills and knowledge to support data management across the school, supporting in depth analysis of individual teacher, subject and curriculum performance. • To keep abreast of current guidance and best practice in relation to target setting, the effective use of data and respond to education developments that have implications on data management. • To work with the SLT on ensuring that the MIS has all required data for effective reporting and exporting of data for WG reporting points. • To work with the School Business Manager in leading the implementation of reporting and communication tools that are efficient, cost effective and streamlined in number. • To provide CPD for staff as required in relation to the use of the MIS and wider data reporting tools. • To report to SLT at assessment points and provide strategic input and commentary around performance trends and targets. <u>Examinations</u> • To manage the effective administration of examination entries, ensuring teaching staff meet internal deadlines regarding examination entries to the entries being submitted to the relevant Boards. • To be responsible for verifying scripts are present and ordered, packaging scripts and ensuring attendance registers are accurately completed before scripts are sent to the relevant board. Also packaging and posting any materials relating to non-examined assessments. • To be responsible for the effective organisation of sittings for all examinations, including booking of spaces, seating, resolving clashes and creating the
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	annual timetable for administration of all examinations and tests. • To work with the ALNCo regarding candidates; applying to the awarding bodies for special considerations, access arrangements and modified materials where required. Also ensuring that any students sitting exams with access arrangements are catered for with appropriate rooming, support staff and invigilation • To be responsible for BROMCOM examinations for administration of all vocational qualifications, including entry and unit claims for all subjects. • To be responsible for ensuring that all qualifications are claimed with awarding bodies. • To resolve examination clashes in accordance with regulations. • To produce an overall examination timetable for each season and to distribute individual candidate timetables to students and manage staffing for examination rooms. • To comply with and assist with the development of policies and procedures relating to the school's examination, ensuring they are up to date and meet the JCQ requirements. • To develop constructive relationships and communicate with the JCQ inspector and ensure all the requirements are met to enable the school to pass the inspection. • To be responsible for management of effective data entry and assessment cycle tasks that fall outside of the external exam season. • To manage the receipt of examination results on results days, including the main August examination results days, in liaison with the Senior Leadership Team and to organise the distribution of results to students. • To work with School Business Manager to recruit and train exam invigilators, as well as providing them with a handbook containing guidance and any relevant rules and regulations from the exam boards and awarding bodies. Examination invigilators will need to be briefed on a regular basis.
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	• To attend any meetings, training or development opportunities as required by the post. • To undertake such additional duties as are reasonable commensurate with the level of this post. <u>Organisation and Administration</u> • Ensure that data handling, reporting and analysis of pupil data identifies student performance and supports the cycle of school improvement, providing data and reports as requested. • Support the maintenance of the school timetable, including in year student timetable changes, new students and ensuring all students have a timetable at the start of the academic year. • Deliver relevant BROMCOM and related IT training to staff and provide follow up support. • To manage and co-ordinate the production of all student school reports including End of Key Stage, full and interim reports. • To construct assessment templates in MIS Assessment Manager to collect data required by the school and manage these throughout the year. • To update MIS data as required including importing/entry of data (ie. CAT, FFT, End of Key Stage data and NLF tests etc.). • To be responsible receiving and transferring CTF files and processed in accordance with School needs and policy for new students and leavers. • Ensure that data is input effectively into the School's MIS and in accordance with relevant protocols. • Manage the school's MIS Personnel system for all school staff. • Maintain users and user accounts including access rights and permissions (within Bromcom). • Lead a team of key MIS users to develop their understanding and experience of relevant MIS modules ○ Setting up fields for data entry. ○ Setting up mark sheets templates. ○ Updating reports. ○ Printing out individual reports for every student and distributing to year teams. ○ Manually inputting data.
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	○ Importing departmental data from Excel. ○ Exporting and printing information to excel for use by Heads of Department, Heads of Year and the school's teaching & administrative staff. ○ Monitoring the completion of mark sheets. <u>Support for the School</u> ● Be a HWB champion in the school and develop our 360 Degree Safe Cymru work. ● Maintain and monitor the school CCTV system. Review CCTV footage following any serious incidents on the request of the SLT. ● To undertake other administrative duties, as and when required, in the administration office. ● Be aware of and support difference and ensure equal opportunities for all. ● Contribute to the overall ethos/work/aims of the school ● Develop constructive relationships and communicate with other agencies/professionals ● Share expertise and skills with others ● Participate in training and other learning activities and performance development as required ● Recognise own strengths and areas of expertise and use these to advise and support others
Accountability	

Person Specification

The Academic / professional / Technical / vocational qualifications (including qualification Level) required for the post	Degree or equivalent qualification in a data, analysis, ICT or mathematical subject, or equivalent knowledge & skills gained through relevant experience.			
Linguistic skills level required for the post (Please refer to guidance on ceri net)	See table below. <i>*Note: The successful candidate will be required to learn the language within 2 years of being appointed if he/she is not currently a Welsh speaker.</i>			
	Listening/ Speaking	Reading	Writing	
English (ALTE Framework Levels)	5	5	5	Essential
Welsh (ALTE Framework Levels)	2	2	2	Essential*
Practical/personal skills required for the post	• Experience working as school data and examinations officer or in an office environment at a senior level • Degree or equivalent qualification or experience in relevant discipline • Effective use of School MIS and other specialist ICT packages • Use of specialist equipment/resources • Full working knowledge of relevant policies/codes of practice/legislation • Ability to train and motivate other staff • Ability to plan and development systems • Ability to relate well to children and adults • Work constructively as part of a team, understanding school roles and responsibilities and your own position within these • Ability to self-evaluate learning needs and actively seek learning opportunities • Excellent numeracy and communication skills. • The ability to evaluate learning needs, and a commitment to ongoing professional development. • Excellent management skills including a sound understanding of data management and regulations pertaining to examinations.			

	• Enthusiastic and self-motivated individual with an appetite to embrace change for the better. • Ability to lead by example, motivate and inspire others • Excellent interpersonal, negotiation and communication skills. • The ability to develop stakeholder relationships to an outstanding level. • The ability to work' flexibly, display own initiative and work proactively. • A positive attitude to self-development and the development through appropriate training opportunities of others forming part of educational aims. • The ability to effectively plan, prioritize and execute tasks in a high-pressure environment with tight timescales and constantly changing priorities. • The ability to think imaginatively using creative problem-solving skills. • Able to work collaboratively with others with a high level of problem solving, negotiating and influencing skills. • Flexible and able to work under pressure, both independently and as a member of a team • The ability to resolve conflicts and deal with issues of a complex and contentious nature • Experience in using Office (Excel, Word, Outlook) and other databases with the ability to produce reports and the ability to present ideas, explain complex information and set out salient information. • Ability to change attitudes and behaviours and promote the school ethos • Demonstrable enthusiasm and drive for implementing the school's aims and goals • Positive attitude towards change and a desire to make a positive difference • The ability to work to deadlines and under pressure • Logical and methodical approach to problem solving; willing to learn new skills and to use new software
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	• Good organisational skills and the ability to manage tasks and workload • Experience of dealing with confidential and sensitive data and the appropriate maintenance and storage of records • Experience of developing and maintaining effective partnership working with stakeholders • An understanding of Local Government and Public Service functions and responsibilities
Experience required for the post	