

ERSKINE STEWART'S MELVILLE SCHOOLS



Job Description

DATA MANAGER (SQA CO-ORDINATOR)

Purpose of Job

The Data Manager (SQA Co-ordinator) is responsible for the smooth operation of arrangements for internal and external examinations and for supporting the Senior Leadership Team with data management. When The Mary Erskine School merges with Stewart's Melville College, this role will move to the combined school, with the same function and title, but with additional support.

Accountability

The Data Manager (SQA Co-ordinator) is accountable to the Head through the Deputy Head (Academic).

Authority and Direct Reports

The Data Manager (SQA Co-ordinator) has delegated authority for the smooth administration of internal and external examinations.

Key Relationships

The Data Manager (SQA Co-ordinator) works closely with the Deputy Head (Academic) and the Heads of Department in the implementation of internal and external examination functions. They will promptly inform the Deputy Head (Academic) of all significant or non-routine matters related to examinations and will regularly update them on routine progress as a matter of course.

The Data Manager (SQA Co-ordinator) liaises directly with the SQA and other examination boards in the course of their external examination work.

The Data Manager (SQA Coordinator) will work closely with the Senior Leadership team and the Data & Reporting ICT Lead to support pupil tracking and reporting.

The Data Manager (SQA Coordinator) will work closely with the SQA Coordinator on the other Senior School site for the session 2025 – 2026.

The Data Manager (SQA Co-ordinator) liaises with the Assistant Examinations Officer, who has responsibility for the S1- S3 internal examinations.

The Post:

Key Responsibilities

Vision and Values

- Promotion of ESMS values of Kindness, Confidence, Resilience, Integrity, and Curiosity in all aspects of the role.

- Promotion of role modelling behaviours that align with the three school pillars of Ambition, Innovation, and Community.
- Fostering an environment that supports the development of these values among students and staff.

Working with Others

- Compliance with all ESMS policies and procedures
- Treating people fairly, with dignity and respect to maintain a positive school culture
- Ensure effective planning, delegation and support of responsibilities
- Developing a culture of high expectations for all and taking action when performance does not live up to these
- Taking responsibility for personal development, both personally and of team members.

Community

- Positive relationships with parents and the wider ESMS community
- Communicating clearly with parents and carers to engender a climate of mutual respect
- Working in collaboration with other independent schools to promote effective initiatives and share good practice.

Safeguarding

- Adhering to the principles and guidelines of “Getting It Right For Every Child” (GIRFEC) to ensure every child receives timely and appropriate support with their welfare as paramount.

Supporting the leadership of the Schools/ Duties and Responsibilities

- They will make all arrangements, including invigilation, for internal examinations as follows:
 - National 5 prelims
 - Higher and Advanced Higher prelims
- They will make all arrangements for SQA examinations and English examination board assessments to ensure that the examinations run smoothly and efficiently.
- They will manage budgeting for the examination process.
- They will liaise with relevant stakeholders (both internal and external).
- They will arrange appropriate accommodation and support for all candidates (AA requirements).
- They will ensure provision of seating and timetable requirements.
- They will collect and safely transfer any course material to examination bodies.
- They will collate all related assessment grades and communicate them with examination bodies.
- They will oversee and manage daily examination processes in person throughout the examination diet.
- They will communicate with young people to support them through the process.
- They will ensure that the pre and post examination processing of data and communication of it with internal stakeholders and external agencies.
- They will collaborate with the Senior Leadership team and the Data & Reporting ICT Lead to support pupil tracking and reporting related to both academic performance and wellbeing to provide the school with comprehensive insights into student progress and outcomes.
- They will support Data Management tasks as required to support the running of the school.
- They will support some administrative tasks, as and when they are required.

Person Specification

	Essential Criteria	Desirable Criteria
Experience		<ul style="list-style-type: none"> • Experience of working in an educational setting (school or Higher Education).
Education/Qualifications		
Skills/ Abilities/ Capabilities	<ul style="list-style-type: none"> • Excellent IT skills including Excel and database experience • Analytical thinking, pragmatic decision-making and problem-solving ability • An ability to be creative in data handling and evaluation • Ability to work in collaboration with senior colleagues • Strong ability to work under pressure and to deadlines • Excellent attention to detail • Excellent interpersonal skills 	<ul style="list-style-type: none"> • Robust technical skills in data handling and management such as advanced excel, SQL and PowerBI

Personal Qualities

- Boundless energy and resilience to allow challenges to be viewed as opportunities
- Dealing with every situation calmly and professionally
- Strong commitment to seeing and bringing out the best in students
- A desire for fairness, dignity, and respect in every interaction
- Excellent oral and written communication skills
- Excellent self and time-management skills and the ability to prioritise
- Active listening and authenticity
- The highest level of personal integrity and is sincere in own behaviour and dealings with others
- Ability to deliver constructive feedback.

Leading and Managing

- Leads from the front and by example
- Coaching style of leadership
- Has courage and flexibility to identify and implement change effectively
- Has sound budget management skills
- Plans, prioritises, organises and delegates

- Has strong analytical skills
- Ensures School compliance with applicable legal and regulatory requirements.
- Undertakes School evaluation
- Implements diversity, inclusion and access strategies.

Development of Self and Empowerment of Others

- Appreciates the impact of change on the school and individuals
- Challenges, influences and motivates others
- Nurtures professional interpersonal relationships with staff and students
- Develops individuals' capabilities
- Empowers and sustains an effective team
- Uses courage, care and curiosity to deal with conflict.

REMUNERATIONS AND OTHER CONSIDERATIONS

As an equal opportunities' employer, ESMS is committed to the equal treatment of all current and prospective employees and does not condone discrimination on the basis of age, disability, sex, sexual orientation, pregnancy and maternity, race or ethnicity, religion or belief, gender identity, or marriage and civil partnership. We aspire to have a diverse and inclusive workplace and strongly encourage suitably qualified applicants from a wide range of backgrounds to apply and join ESMS.

The post	This is a full time, permanent position available from 18 August 2025 (subject to satisfactory pre-employment checks) or an earlier date to be agreed.
Hours of Work	The hours of work will be Monday to Friday, from 8:30 am to 4:30 pm, with a 45-minute unpaid lunch break. During examination periods, the hours may extend beyond these times to support the examination schedule. Any additional hours worked can be taken as time in lieu at other times of the year.
Salary	Salary will reflect qualifications and relevant experience. The salary range is £37,704 - £41,065, which is on the ESMS Support Staff Salary Scale I.
Holiday	Entitlement includes 30 days of annual leave, plus 10 days of statutory holiday when the schools are closed. The school's holiday year runs from January to December. To ensure the smooth operation of our Schools, staff in this role may take up to 5 days of annual leave during term time, with the remaining leave to be taken during school holidays. For this role, no holidays are to be taken during the month of August.
Location	This position will be based at either The Mary Erskine School or Stewart's Melville College for the 2025–2026 school session. However, when The Mary Erskine School merges with Stewart's Melville College, the role will be transferred to the combined school on the Queensferry Road site, retaining the same function and title.
Eligibility	ESMS is unable to sponsor the employment of international workers in this role. International applicants will therefore be unable to apply for

and secure a Skilled Worker visa. The successful candidate will only be able to take up this role if they can demonstrate an alternative right to work in the UK.

Pension

Candidates will be enrolled automatically into the School's Pension Scheme.

Staff Benefits

Staff are offered a range of benefits including: free school lunch, use of the Schools' swimming pool and fitness room outside school hours and membership of the ESMS Discount and Benefits Scheme, including a range of discounts at 130,000 retail and entertainment locations, as well as access to our EAP provider, Care First.

The closing date for applications is 12pm on Monday, 31 March 2025.