

## **Job Description: Data & Examinations Manager**

**Reports to:** Vice Principal

**Start date:** September 2026

### **The Role**

As the Data & Examinations Manager, you will be a key member of the team responsible for ensuring high standards of data integrity within Ark Pioneer Academy. Your reporting will provide meaningful insight into pupil learning and behaviour. You will take strategic and operational responsibility for the school's data systems, ensuring the accuracy, integrity, and effective use of all student information. You will oversee and coordinate the full cycle of internal and external examinations, maintain compliance with JCQ regulations, and produce statutory, performance, and assessment reports that support informed decision-making across the school.

Working closely with the Senior Leadership Team, you will contribute to the school's strategic direction in relation to assessment, outcomes, and curriculum planning, including providing support for timetabling processes. As a key member of the Pioneer community, you will play a central role in enabling accurate tracking of student progress and ensuring the smooth, secure, and compliant delivery of all examinations.

Making data-informed decisions is fundamental to sustaining a high-performing school. The Data & Examinations Manager will play a critical role in enabling this by providing accurate, timely, and insightful analysis that supports strategic decision-making across all areas of school life, from behaviour and attendance to student progress and destinations. These insights ensure leaders can identify trends, intervene early, and drive continuous improvement in outcomes for every learner.

### **Key responsibilities**

- Oversee the school's MIS and associated data platforms, ensuring accurate and timely maintenance of student records. Manage the statutory census returns
- Provide academic, pastoral and operational reports from the database as required.
- Support the development and maintenance of the school timetable and curriculum structures.
- Produce and distribute accurate data, reports and analysis to support senior leaders, staff and Ark network requirements.
- Ensure data systems are maintained accurately and in line with GDPR, Ark network policies and statutory requirements.
- Support admissions and transition processes across phases, ensuring pupil records are accurate.
- Provide support, guidance and training to staff in the use of Bromcom and other assessment related systems to ensure consistent use of the MIS
- Coordinate all aspects of internal and external examinations, including entries, timetables, invigilation, access arrangements, and results processing. Ensure full compliance with JCQ and awarding-body regulations.
- Support with the recruitment of examination staff
- Manage and lead a team of invigilators throughout all examination periods, ensuring they receive high-quality training, ongoing development, and clear guidance so that examination delivery remains impeccable, compliant, and fully aligned with JCQ standards.
- Support various projects (such as Y6 transition, Y12 enrolment) to meet the needs of the school in order to achieve project goals and assist the effectiveness of the department.
- Act as a key liaison between academic, pastoral, and administrative teams to ensure data accuracy and effective communication.

- Coordinate parental communications through the MIS
- Lead on the creation and delivery of pupil report cards
- Support across SLT teams in ensuring they are equipped with the data required to make data-informed strategic decisions.

### **Other**

- Actively promote the safety and welfare of our children and young people
- Work with Ark Central and other academies in the Ark network, to establish good practice throughout the network, offering support where required
- Ensure compliance with Arks data protection rules and procedures
- To carry out other reasonable tasks as directed by the senior team

## Person Specification: Data & Examinations Manager

### Qualification Criteria

- Right to work in the UK
- A levels or Level 3 BTEC Extended Diploma or equivalent achieved

### Experience

- High level of proficiency with Microsoft Excel
- High level of proficiency with IT systems
- Excellent numerical and analytical skills
- Experience demonstrating excellent organisation, prioritisation and time-management skills
- Experience of running effective administrative support teams
- It not essential to have experience of examinations or school led-IT systems, if systems, and analytical skills are strong

### Desirable

- Use of school MIS
- Competent within PowerBI
- Understanding of statutory assessment

### Personal Characteristics

- Excellent numerical and analytical skills
- Unwavering attention to detail
- Highly competent computer skills, in particular using Microsoft products
- Strong planning and organisational skills
- Professional outlook, detailed orientated and able to multi task and meet deadlines
- A team player that can work collaboratively as well as using own initiative
- Have high standards and a keen eye for detail
- Exercises sound judgment, especially relating to confidentiality and discretion

### Other

- Commitment to equality of opportunity and the safeguarding and welfare of all students
- This post is subject to an enhanced DBS check

*Ark is committed to safeguarding and promoting the welfare of children and young people in our academies. In order to meet this responsibility, we follow a rigorous selection process. This process is outlined [here](#), but can be provided in more detail if requested. All successful candidates will be subject to an enhanced Disclosure and Barring Service check.*