



Bolingbroke
Academy

Data & Exams Manager

An exciting opportunity has arisen for a Data & Exams Manager to develop their career within our passionate and ever courageous community

We are a courageous, compassionate community - empowering excellence. We are a value lead organisation, being bold within every aspect of our lives at school.

We want all staff to thrive, modelling leadership and determination to the pupils and students within our rich and diverse academy, working together to fulfil our vision of creating a centre of excellence within our local community.

We empower our teams by valuing the individual and prioritising professional development. This is delivered through weekly CPD sessions, dedicated line management meetings and by encouraging staff to develop their own ideas and projects, within their departments and beyond.

Bolingbroke Academy is a uniquely exciting, fulfilling and innovative place to work, learn and grow. We are proud to be rated as 'Outstanding' in all five categories in the 2024 Ofsted inspection. Ofsted's recent parent survey also ranked us as the 'happiest secondary school' in Wandsworth.

The Role

The Data & Exams Manager is a vital role responsible for high standard of data integrity within the 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.

Reports to:	Assistant Principal
Start date:	January 2027
Contract:	Permanent, 8am to 5pm, Monday to Friday. Term-time only (TTO) + 5 weeks over school holidays
Salary:	Ark Support Payscale Grade 8, Point 24-28 (£39,832 - £42,126) – Actual Salary subject to pro-rata
Closing Date:	Thursday, 1 st October 2026

Key Responsibilities

Data & Systems management:

- Working with the Office Manager, to ensure all required pupil information is gathered and entered into the relevant systems including, but not limited to, attendance, assessment records, admissions and leavers, pupil progress, targets, exam results, and timetables.
- To take responsibility for all areas of data input, output and integrity within the Academy's management information system, BROMCOM.
- To produce and communicate clear, accurate, appropriate and timely data and reports to meet the needs of the Academy.
- To provide reports and data sheets as requested for the DfE, LA, Governing Body, Principal, Core Team, staff, students, parents and other Government agencies.
- To produce pupil and staff timetables as required, including timetables for any mid-year recruitment.
- To manage CTF and incoming data on students.
- To identify and investigate missing data and anomalies.
- To ensure that the Academy is maximising the use of its data systems to support the day to day running of the Academy.
- Working with the Safeguarding & Welfare Manager, to ensure that key lists, such as Pupil Premium and Free School Meals lists, are accurate and available as required.
- To assist with the Academy's annual pupil reporting procedures by ensuring that regular and timely academic data is available for pupil feedback.
- To assist members of staff in producing statistical data from BROMCOM.
- To assist in the exclusions procedure, liaising with all relevant parties to ensure that any required information is collected and prepared in preparation for formal proceedings.
- To ensure that BROMCOM communicates with all linked portals, such as CCR and eportal.
- To implement ad hoc projects as required.
- To continuously seek to develop understanding and working knowledge of CMIS and all other data management systems adopted by the Academy.
- To attend Ark Network Meetings for Data Managers across the network.
- Lead on BTEC, A'level and GCSE download and results days
- Lead and manage accurate termly CENSUS reporting.
- Create an annual calendar of works and event and present to Core Team every term.

BROMCOM Behaviour Systems

- Manage and maintain the BROMCOM behaviour systems.
- Ensure accurate and timely entry of behaviour data.
- Communicate relevant behaviour information to staff and follow up with teachers as needed.
- Monitoring and support the intervention of the Engagement learning centre to ensure steps of escalation completed daily.

House Points Tracking

- Track positive and negative house points using Power BI.
- Provide weekly data analysis on house points to drive interventions and support actions.
- Create and maintain Excel spreadsheets to effectively communicate data to the Core Team and Heads of Year.

Data Analysis and Reporting

- Analyse behaviour data to identify trends and areas for improvement.
- Prepare and distribute weekly reports to the core team and Heads of Year.
- Use data to support the development of strategies to drive positivity and prioritize support areas.

Communication and Collaboration

- Work closely with Heads of Department, Heads of Year and Ark data team and other staff to ensure data accuracy and integrity.
- Collaborate with teachers and staff to ensure effective use of behaviour data.
- Provide training and support to staff on using BROMCOM and interpreting data reports.
- Assist with A Levels and GCSE results days which requires onsite attendance on those specific dates.

Examinations:

- Line management responsibility of Exams Officer.
- Work closely with Exams Officer and Exams Invigilators to ensure we have a highly effective team, delivering in accordance with exams standards and guidance.
- Keep up to date with annual JCQ updates and communicate changes to Core team leaders and staff.
- Register candidates for all public examinations accurately and within deadlines.
- Check entry lists with Heads of Department for accuracy (tiers, subjects, units).
- Process amendments, withdrawals, and special entries.
- Ensure correct registration for vocational and technical qualifications (e.g., BTEC/VTQs).
- Work closely with the SENCO to submit Access Arrangement applications (AAO).
- To coordinate and submit accurate entries in line with procedures, regulations and deadlines.
- To disseminate information about examinations to staff, pupils and parents, and to respond to any complaints, queries or feedback that may arise.
- To distribute and disseminate any communication from exam boards.
- To assist in the administration, applications and management for Special Arrangements and Special Considerations.
- To ensure that all coursework, controlled assessments and relevant forms are sent off according to deadlines.
- To oversee moderator visits and JCQ inspection.
- To be onsite to download BTEC, A Levels and GCSE results.
- To be present on results days to lead in the distribution of results and production of statistics.
- To oversee the checking and distribution of exam certificates.
- Process post-results services including reviews of marking, access to scripts and clerical checks.
- To deal with queries related to appeals, reviews of marking and other exam related issues.
- Support students and departments with appeals and analysis.
- Ensure the smooth running and integrity of all exams related systems and procedures.
- Ensure compliance with all exam board requirements to maintain the centre's exam status.
- Ensure the smooth running and integrity of all exams related systems and procedures.
- To thoroughly check all exam papers and materials upon receipt, notifying exam boards of any errors.
- Be responsible for the safekeeping and confidentiality of exam papers and completed examination work.
- Seek to find suitable solutions to issues/problems raised by teachers, students/parents relating to examinations.
- To ensure knowledge of the necessary policies, procedures, rules and regulation laid down by JCQ and the exam bodies is up to date and adhered to.

- Liaise with Awarding Bodies to ensure that students receive any special consideration, providing allowances for prevailing circumstances.
- Ensure that Examination Boards/authorities are made aware of any special requirements for students/school and that appropriate provision is made.
- Manage the electronic download of results for all examination seasons and manage the process of distribution to students.
- Input and analyse data using relevant examinations software, such as BROMCOM.
- Liaise with teaching staff on student choice of entry to internal and public examinations and support option selection events.
- Liaise with Examination Boards in respect of the administration of entries, coursework requirements and examination results.
- Ensure that the accuracy of information provided to Exam Boards for examination entries, ensuring that students are aware of the Exam Boards requirements regarding their conduct whilst sitting examinations.
- Ensure that students and parents understand the procedure in respect of appeals and results enquiries.
- Provide statistical information regarding examination entries/results as required, including analysis where necessary.

Other

- To undertake training and development relevant to the post and in line with the Academy's priorities.
- To undertake any other professional duties as set down in the Ark Schools' Pay and Conditions of Service document and as directed by the Principal and/or Line Manager.
- To help create a strong Academy community characterised by consistent, orderly behaviour and caring, respectful relationships.
- To demonstrate a commitment to equality of opportunity for all members of the Academy's community.
- To meet the expectations of all Bolingbroke staff as laid out in the Staff Code of Conduct.
- To uphold the Academy's policies with consistency and diligence, including the Academy's Safeguarding, Health and Safety, and Equality and Diversity Policies.
- To undertake duties as Fire Warden and First Aider (training will be provided).

Person Specification

Qualifications and Skills:

- Right to work in the UK.
- The role is subject to an Enhance DBS clearance
- Experience in data management and analysis, preferably within an educational setting.
- High proficiency in using BROMCOM and Power BI.
- Strong skills in Excel, including creating and maintaining spreadsheets.
- Excellent communication and interpersonal skills.
- Ability to work collaboratively with a diverse team.
- Strong organizational and time management skills.
- Commitment to safeguarding and promoting the welfare of children and young people.

Personal Characteristics:

- Analytical and detail-oriented approach to work.
- Proactive and solution-focused mindset.
- Ability to manage multiple tasks and priorities effectively.
- Strong commitment to supporting positive student outcomes.
- Enthusiastic and positive attitude towards work.