

Data and Exams Manager



New Line Learning Academy
Believe and Achieve

New Line Learning Academy



Build your Career, Shape your Future, Apply today

New Line Learning Academy is a Good school with over 800 pupils educating the next generation of young people aged between 11 and 16.

New Line Learning Academy is part of Future Schools Trust, a dynamic and inclusive multi-academy trust, founded in 2007.



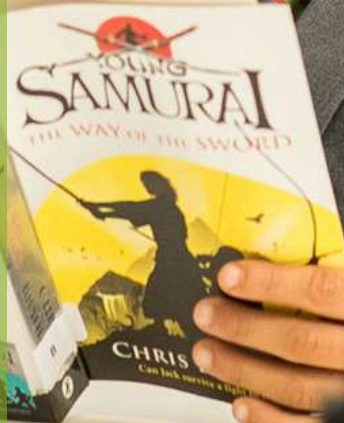
A great place to be



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Welcome from the Headteacher

Gary Cook
BA (Hons)



At New Line Learning Academy, we are proud to be at the heart of our community. The strong sense of belonging within our school reflects this belief and strengthens our collective spirit.

We foster a supportive and inclusive environment where every student is encouraged to *Believe and Achieve*. The wellbeing of our students is at the centre of everything we do, and we are committed to ensuring that every individual feels valued, respected, and empowered.

Our mission is to inspire academic excellence, nurture ambition, and provide exceptional experiences that help every student reach their full potential.

Our modern facilities—including dedicated spaces for drama, music, dance, sport, science, and ICT—enable us to offer a rich, personalised, and engaging learning experience.

At New Line Learning Academy, our values are brought to life every day. Our students are *Ready* to learn, *Respectful* of others, and thrive in a *Safe* and purposeful environment. These core principles underpin all that we do and help shape well-rounded, confident individuals.

We are also proud to be part of **Future Schools Trust**, a forward-thinking and supportive family of schools committed to collaboration, innovation, and professional growth. Staff at New Line Learning Academy benefit from high-quality professional development, opportunities to work across schools within the trust, and a culture that values wellbeing, teamwork, and continuous improvement. Whether you're starting your career or looking to take the next step, you'll find a welcoming and ambitious environment where your contribution is genuinely valued.

It is a privilege and an honour to lead such an exceptional school. I look forward to continuing our journey together and working closely with our community to help every student thrive and succeed.

Post:	Data and Exams Manager
School:	New Line Learning Academy
Responsible to:	SLT
Responsible for:	Exams Officer
Salary:	FST Grade J

Purpose

To work closely with the Senior Leadership Team to support the Trust's continued drive to raise standards through the effective management and use of student data, assessment information and examinations.

The Data and Exams Manager will have overall responsibility for the management, development, accuracy and integrity of the school's student data and assessment systems, together with strategic oversight of the effective organisation and administration of internal and external examinations.

The postholder will line manage the Exams Officer, providing appropriate support, guidance and oversight to ensure the examinations function operates effectively and in accordance with all relevant regulations. The postholder will maintain a detailed working knowledge of examinations processes and will provide operational cover for the Exams Officer when required.

The postholder will ensure that accurate and timely data is available to support school improvement, student progress, target setting, statutory reporting and decision-making.

Main duties and responsibilities

Data Management and Assessment

- Manage and develop the school's use of student performance, assessment and contextual data, using the school's Management Information System (MIS) and other relevant systems.
- Maintain the accuracy and integrity of student information held within the MIS and other school data systems.
- Develop and maintain effective pupil assessment, tracking and reporting systems to support the monitoring of student progress and attainment.
- Access, interpret and use data from a range of internal and external sources to support student progress, target setting and school improvement.
- Produce accurate statistical analysis of student performance and progress for the Senior Leadership Team, Heads of Department, Heads of Year, Governors and other relevant stakeholders.
- Manage the school's student reporting processes, ensuring that assessment and reporting data is entered accurately and within agreed deadlines.

Main duties and responsibilities continued

- Set up and maintain assessment mark sheets, data collection processes and associated reporting structures.
- Produce and analyse examination and assessment results, including analysis against relevant national performance measures.
- Provide data and analysis to support the school's self-evaluation, improvement planning, Governor reports and other strategic documentation.
- Design, administer and analyse surveys as required, presenting findings in an appropriate and accessible format.
- Manage student class and teaching group information within the MIS, including class changes and associated data requirements.
- Provide advice, guidance and training to staff in the effective use of the MIS, assessment systems and data analysis tools.

Statutory Returns and Data Quality

- Ensure that student data is accurate, complete and maintained in accordance with relevant statutory requirements and Trust policies.
- Take responsibility for the accurate and timely completion of statutory data returns, including the School Census and other DfE or Local Authority returns relevant to the school.
- Undertake regular data validation and quality assurance checks, identifying and resolving discrepancies.
- Ensure appropriate procedures are followed for the secure handling, storage and sharing of student information in accordance with UK GDPR, Data Protection legislation and Trust policies.
- Liaise with the Local Authority, Department for Education and other external agencies in relation to data and statistical information as required.

Examinations Management and Oversight

- Have overall responsibility and accountability for the effective management of the school's examinations function, working closely with and through the Exams Officer.
- Line manage the Exams Officer, providing clear direction, support and appropriate performance management and professional development.
- Ensure that the Exams Officer has the information, resources, training and support necessary to carry out their role effectively.
- Maintain a comprehensive working knowledge of the examinations function to enable the postholder to provide effective oversight and operational cover for the Exams Officer during periods of absence or increased workload.
- Provide hands-on support and cover for examinations administration when required, including examination entries, timetabling, examination-day administration, results and post-results services.
- Ensure that internal and external examinations are administered in accordance with current JCQ regulations, awarding organisation requirements and Trust policies and procedures.
- Maintain an up-to-date knowledge of JCQ regulations and relevant awarding organisation requirements and ensure these are understood and implemented by the Exams Officer and other relevant staff.

Main duties and responsibilities continued

- Oversee the annual examinations calendar and ensure all key deadlines for entries, amendments, examinations, results and post-results services are met.
- Oversee the accuracy and timely submission of examination entries, amendments, withdrawals and candidate information to awarding organisations.
- Ensure appropriate arrangements are in place for examination timetables, rooming, seating, invigilation and communication with students, parents/carers and staff.
- Oversee the recruitment, training, organisation and deployment of examination invigilators, working with the Exams Officer to ensure sufficient appropriately trained staff are available.
- Work with the Exams Officer, SEND team and other relevant colleagues to ensure approved access arrangements and reasonable adjustments are correctly implemented.
- Ensure appropriate systems and procedures are in place for the secure receipt, storage, handling and dispatch of confidential examination materials.
- Ensure examination-day processes are robust and compliant, including arrangements for candidate attendance, invigilation, examination materials, incidents and required documentation.
- Provide advice and support to the Exams Officer in managing examination clashes, special consideration applications, malpractice concerns and other examination-related matters.
- Ensure accurate and comprehensive examination records are maintained and appropriate evidence and documentation are available for inspection.
- Oversee preparations for JCQ inspections and provide support to the Exams Officer during inspections, ensuring that any resulting actions are addressed promptly.
- Act as a point of escalation for complex examination matters and liaise with senior leaders, awarding organisations and other external bodies as appropriate.

Results and Post-Results Services

- Oversee the Exams Officer's administration of the receipt, processing and publication of GCSE, A Level and other qualification results.
- Work with the Exams Officer to coordinate examination results days and ensure that appropriate arrangements are in place for students, staff and senior leaders.
- Be available to provide operational cover and support during examination results periods, including GCSE and A Level results days.
- Ensure examination results are accurately imported into the school's MIS and relevant analysis systems.
- Produce and provide timely analysis of examination outcomes for the Senior Leadership Team, Governors, Heads of Department and other relevant staff.
- Ensure qualification, grade and performance information is accurately recorded to support school and national performance reporting.

Main duties and responsibilities continued

- Oversee post-results services, including reviews of marking, access to scripts and appeals, ensuring that appropriate processes and deadlines are followed.

Line Management

The postholder will have direct line management responsibility for the Exams Officer.

This will include:

- Setting clear objectives and expectations for the role.
- Providing regular supervision, support and guidance.
- Monitoring workload and ensuring key examination deadlines are met.
- Supporting the Exams Officer's professional development and training.
- Conducting performance management/appraisal processes in accordance with Trust procedures.
- Ensuring appropriate documented procedures are maintained for all key examination processes to provide continuity of service.
- Ensuring that sufficient cross-training and contingency arrangements are in place so that the examinations function can continue effectively during periods of absence.
- Providing operational cover for the Exams Officer when required.

Key Duties

The postholder will:

• Maintain, verify and monitor the accuracy and integrity of data held within school systems.

- Provide regular and ad hoc statistical analysis to senior leaders and other key stakeholders.
- Support staff in accessing, interpreting and using student data effectively.
- Maintain assessment and reporting structures within the school's MIS and associated systems.
- Import and export data between internal and external systems accurately and securely.
- Monitor key data, examination and statutory deadlines and ensure that they are met.
- Provide effective leadership and oversight of the examinations function.
- Maintain sufficient operational knowledge of examinations administration to provide effective cover when required.
- Keep abreast of developments in school performance measures, statutory data requirements, examination regulations and relevant information systems.
- Attend and contribute to meetings as required, including meetings with the Senior Leadership Team where appropriate.
- Develop effective working relationships with staff across the school and Trust and with relevant external organisations.

Person Specification

Qualifications and Professional Development

Essential

- GCSE Grade 4/C or above, or equivalent, in English and Mathematics.
- Evidence of relevant professional development and a willingness to undertake further training appropriate to the role.

Desirable

- A Level, Level 3 qualification or equivalent.
- Relevant professional or higher-level qualification.
- Training or qualifications relating to examinations administration, data management, information systems or data analysis.

Knowledge and Experience

Essential

- Experience of managing, analysing and reporting complex data.
- Experience of maintaining accurate databases or management information systems.
- Excellent IT skills, including a high level of competence in Microsoft Excel and other Microsoft Office applications.
- Experience of producing reports and presenting data clearly to different audiences.
- A clear understanding of data protection, confidentiality and the secure handling of personal information.
- Experience of working to strict deadlines and managing competing priorities.
- Ability to identify errors and inconsistencies and maintain a high level of data accuracy.

Desirable

- Experience of working within a secondary school or educational environment.
- Experience of managing or administering public examinations.
- Knowledge and practical experience of JCQ regulations and awarding organisation requirements.
- Experience of using a school Management Information System such as SIMS or an equivalent MIS and 4Matrix.
- Experience of school assessment and data analysis systems.
- Knowledge of statutory school data returns, including the School Census.
- Knowledge of secondary school accountability and performance measures.
- Experience of coordinating and/or managing examination invigilators.
- Experience of examination results and post-results processes.

Skills and Abilities

Essential

- Excellent organisational and time-management skills.
- Exceptional attention to detail and a commitment to accuracy.
- Ability to analyse, interpret and communicate complex information.
- Ability to work independently, use initiative and take responsibility for key processes.

Person Specification

- Ability to prioritise effectively and work accurately under pressure, particularly during examination and statutory reporting periods.
- Strong written and verbal communication skills.
- Ability to explain data, systems and procedures clearly to colleagues.
- Ability to build effective professional relationships with staff at all levels.
- Ability to handle confidential and sensitive information appropriately.
- Ability to plan ahead and ensure that multiple statutory and operational deadlines are met.

Personal Qualities

Essential

- Personable, approachable and professional.
- Highly organised and methodical.
- Calm and resilient when working under pressure.
- Reliable and conscientious, with a strong sense of personal accountability.
- Flexible and willing to respond to the demands of examination and results periods.
- Able to work effectively both independently and as part of a team.
- Committed to continuous professional development and improvement.
- Committed to safeguarding and promoting the welfare of children and young people.

Additional Requirements for Exams Management

Essential

- Experience of managing, analysing and reporting complex data.
- Experience of maintaining accurate databases or management information systems.
- Excellent IT skills, including a high level of competence in Microsoft Excel and other Microsoft Office applications.
- Experience of managing or supervising staff and the ability to provide effective leadership, support and direction.
- Ability to develop a detailed working knowledge of examinations administration and provide operational cover when required.
- Excellent organisational skills and the ability to manage multiple deadlines and competing priorities.
- Exceptional attention to detail and commitment to accuracy.
- Ability to remain calm and make appropriate decisions when working under pressure.
- Clear understanding of confidentiality, data protection and the secure handling of sensitive information.
- Willingness and ability to work flexibly during key examination periods, including results days.

Person Specification

Additional Requirements for Exams Management

Desirable

- Previous line management or supervisory experience.
- Experience of examinations administration within a secondary school or similar educational setting.
- Working knowledge of JCQ regulations and awarding organisation requirements.
- Experience of using a school Management Information System such as SIMS or an equivalent MIS.
- Experience of school assessment and data analysis systems.
- Knowledge of statutory school data returns, including the School Census.
- Knowledge of secondary school accountability and performance measures.
- Experience of examination results and post-results processes.

Welcome from the Trust Lead

Samantha McMahon
BA (Hons) | NPQH



Welcome to Future Schools Trust: **Relentless Ambition for Young People.**

We aim to achieve our vision by bringing together our family of schools to create a cohesive and aspirational community which enables every child and member of staff to exceed their expectations.

Our values are:

- Integrity
- Respect
- Resilience
- Strong Work Ethic
- Collaboration
- Equality

The best interests of young people guide every ambition and decision we take. We are passionate in our belief that schools are stronger when they work together whilst being proud and protective of the unique identity of each of our schools in the Trust. Maintaining a strong moral purpose and supportive but challenging culture is central to everything we aim to achieve.

I hope this introductory letter provides a sense of our culture and ethos and our direction of travel. If you decide to apply, we appreciate how long it takes to apply for jobs, but please do not send a general application; we are looking for someone prepared to respond to us, respecting where we are at on our journey as a Trust. You can be sure that we will take time and care in reading your personal application.

Electronic application forms should be completed on the Every Portal which you can access at <https://www.futureschoolstrust.com/vacancies/>.

Best wishes

Samantha McMahon

Application:

We welcome applications from all qualified candidates, including neurodivergent individuals. If you are excited about this opportunity and believe you are a great fit for our team, please complete our School Application Form, we are unable to accept CVs. Electronic application forms should be completed on the Every Portal which you can access at www.newlinelearning.com/vacancies.

If you would like to take a look around our fantastic facilities and meet the staff that you could be working alongside, please email recruitment@futureschoolstrust.com to arrange a visit.

Health & Safety:

So far as is reasonably practicable, the postholder must ensure that safe working practices are adopted by employees, and in premises/work areas for which the postholder is responsible, to maintain a safe working environment for employees and students/pupils.

Safeguarding:

Future Schools Trust is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. Future Schools Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. All successful candidates will have to meet the person specification and will be subject to an Enhanced DBS check.

Future Schools Trust is dedicated to attracting the right teachers and support staff who are committed to developing and nurturing our students and we must provide the rewards for that to happen.

Alongside providing a competitive pay and benefits package, we offer lifestyle discounts for retail purchases and tax-efficient schemes for childcare and cycle-to-work purchases.

Pension Scheme:

From your start date you can join either the Teachers Pension Scheme or the Kent County Council Pension Scheme. Contributions are made based on your salary scale.

Annual Leave:

For support staff annual leave starts at 29 days a year plus Bank Holidays and increases after 5 years' service.

Cycle to work scheme:

We offer a cycle to work scheme, this tax beneficial scheme encourages employees to cycle to work or take advantage of the scheme to purchase a bicycle for leisure.

Retail, Health & Social Offers through Kent Rewards:

With Kent Rewards you can also get great discounts on pretty much everything you can imagine! Whether it's a meal at a restaurant, a trip to the cinema, or even a visit to a theme park there are plenty of ways that you can save.

Other offers:

- Benenden Private Healthcare Scheme – Optional to Join
- Specsavers Vouchers
- Full access to our Employee Assistance Programme, 24/7

[Click here to view all our employee benefits.](#)





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