



**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**

Full responsibility to maintain and update the Academy's data management systems and to analyse, track and prepare accurate and timely data reports for the Academy's stakeholders.

To be responsible for the administration and organisation of all aspects of external and internal examinations.

<b>Reports to:</b>	Assistant Principal
<b>Start date:</b>	March 2026
<b>Contract:</b>	Permanent, 8am to 4:30pm, Monday to Friday. Term-time only (TTO) + 5 weeks over school holidays
<b>Salary:</b>	Ark Support Payscale Grade 8, Point 24-28 (£39,832 - £42,126) – Actual Salary subject to pro-rata
<b>Closing Date:</b>	Monday, 23rd February 2026

# Key Responsibilities

## Data & Systems management:

- 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.
- 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 student CENSUS exercises.
- 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 GSCE results days which requires onsite attendance on those specific dates.

## Examinations:

- Lead and manage Lead Exams Invigilators and Exams Invigilators to ensure we have a highly effective team, delivering in accordance to exams standards and guidance.
- Provide timely training for all Exams Invigilators.
- Provide training to teaching staff in their roles and responsibilities for mock and end of year assessments to complete duties.
- To arrange exams accommodation, create exam and invigilation timetables, prepare seating plans, resolve any clashes that arise and make appropriate provisions for pupils.
- To manage exam rooms, signage and exam environments.
- 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 thoroughly check all exam papers and materials upon receipt, notifying exam boards of any errors.
- To ensure the strict security of examination papers.
- To assist in the administration, applications and management for Special Arrangements and Special Considerations.
- To brief pupils on examination procedures and conduct and to produce guidelines for staff and pupils.
- To organise the completion of accurate examination registers.
- To ensure that all coursework, controlled assessments and relevant forms are sent off according to deadlines.
- To oversee moderator visits.
- To be present on results days to assist in the distribution of results and production of statistics.
- To oversee the checking and distribution of exam certificates.
- To deal with queries related to appeals, reviews of marking and other exam related issues.
- To regularly review internal and external exam procedures.
- To assist in the invigilation requirements for exams, including the supervision, training and allocation of new and existing invigilation staff.
- 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.

## 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.