



Job Title: Exams, Data Insights and Systems Manager

Grade: Band 08

Allowances: N/A

The success of the Bridgwater and Taunton College Trust will be underpinned by two fundamental beliefs:

Students come first: First and foremost, the purpose of the Trust is to enable students to achieve their potential, and it is this principle that drives how we make decisions and how we act. It is expected that anyone who joins or forms part of the Trust shares this philosophy.

We are team players: Whilst every colleague has a specific role to fulfil, we expect all staff to communicate with compassion, treat others with positive regard, collaborate and behave with professionalism. In our colleagues we seek energy, passion, initiative and cooperation, as well as acting in a way that promotes a positive image of the Trust in the wider community.

Our values

We are ambitious, collaborative and inclusive.

We believe that every role contributes to our students achieving. We are a values driven organisation and strongly feel a shared sense of purpose. We behave in a way that puts our students at the forefront of our actions and decision making, we champion equality of opportunity and respect our colleagues, our students and our community. We believe passionately that all individuals are entitled to learn and should be encouraged to do so.



Core Purpose

To lead the strategic and operational management of the school's management information systems, data, examinations and associated digital platforms across both phases, ensuring high-quality information, statutory compliance and effective systems support teaching, learning and operational excellence.

The postholder will lead the development of robust data management processes, oversee the delivery of internal and external examinations, ensure compliance with statutory reporting requirements and act as the school's lead specialist for information systems and whole school reporting, supporting leaders to make informed decisions through accurate, timely and insightful data.

Main Responsibilities

The responsibilities of this role could vary as a result of new legislation, changes in technology or policy changes. This job description is not an exhaustive list of tasks of the role.

Management Information Systems & Digital Platforms

- Lead the day-to-day management, administration, development and continuous improvement of the school's Management Information System (MIS), examinations systems and associated digital platforms, ensuring that student, staff, curriculum and operational data is maintained accurately, securely and efficiently.
- Act as the school's lead specialist for management information, examinations and digital systems, providing professional advice, guidance and operational support to colleagues while promoting best practice, data quality and effective use of technology across the school.
- Develop, maintain and quality assure systems and processes relating to admissions, attendance, assessment, behaviour, safeguarding, examinations, timetabling, whole-school reporting, statutory returns and associated school information systems to ensure compliance with Trust, Local Authority, Department for Education and awarding body requirements.
- Manage user access, permissions and system security across MIS and associated platforms, ensuring compliance with GDPR, data protection legislation and Trust policies relating to confidentiality and information governance.
- Support the implementation, configuration and ongoing development of new systems, upgrades and digital processes, including liaison with software providers and external partners to resolve issues and improve functionality.
- Identify opportunities to improve efficiency through automation, digital workflow and effective system configuration, leading continuous improvement in school information systems and administrative processes.

Data Management & Reporting

- Produce accurate and timely whole-school reports, dashboards and data analysis for senior leaders, governors, Trust colleagues and external agencies to support school improvement planning, operational decision-making and performance monitoring.
- Analyse and interpret aggregated whole-school data and trends relating to areas such as attendance, behaviour, student progress and operational performance, identifying themes, anomalies and opportunities for improvement where appropriate.

- Produce and maintain aggregated reporting at whole-school, phase, year-group, subject and key cohort level, ensuring information is accurate, accessible and presented consistently.
- Work with relevant colleagues to ensure data used for whole-school reporting is accurate, complete and recorded consistently within school systems.
- Lead the preparation, validation and submission of statutory returns, including the School Census, assessment returns, examination data submissions and other statutory reporting requirements, ensuring deadlines are met and data integrity is maintained at all times.
- Prepare and securely share accurate pupil and school data with authorised external agencies, including the Local Authority, in accordance with statutory requirements, agreed information-sharing protocols and data protection legislation.

Examinations

- Lead the planning, coordination and delivery of all internal and external examinations, ensuring they are administered efficiently, securely and in accordance with current Joint Council for Qualifications (JCQ), awarding body and statutory requirements.
- Manage the full examination cycle, including candidate entries, timetabling, access arrangements, invigilator deployment, examination materials, results processing and post-results services, ensuring key deadlines are met.
- Develop, implement and regularly review examination policies, procedures and contingency arrangements, maintaining the integrity, security and compliance of all examination processes.
- Provide expert advice and guidance to senior leaders, curriculum leaders, staff, students and parents on examination regulations, procedures and changes to national guidance, working collaboratively with curriculum and SEND colleagues to support successful outcomes.
- Analyse examination data and outcomes at whole-school, phase, subject and cohort level, producing reports and identifying trends to support school self-evaluation, curriculum planning and continuous improvement.

Collaboration, Training & Support

- Work collaboratively with safeguarding, pastoral, SEND, attendance, examinations and curriculum teams to ensure that systems and reporting arrangements effectively support operational practice and student outcomes.
- Provide training, guidance and support to staff on the effective use of MIS and data systems, developing user guidance and helping colleagues improve confidence, consistency and accuracy in data management practices.

Other Duties

- Attend mandatory training courses, e.g., Child Protection, Equal Opportunities and Health and Safety related courses
- Promote and celebrate an approach of equality, diversity and inclusion for all colleagues, students and external stakeholders.
- Responsible for the health and safety of themselves and others
- Responsible for the safeguarding of and promotion of wellbeing for both children and colleagues
- Be a team player and contribute towards the vision, culture and ethos of the Trust



- From time to time, you may be required to carry out other duties commensurate with the role.

Person Specification

Area to be assessed	Essential criteria	Desirable criteria
Safeguarding	Must be able to demonstrate a commitment to the safeguarding and well-being of children and young people.	
Qualifications/Experience	Experience of working with school MIS systems. Experience of whole-school data management, analysis and reporting within an educational setting. Experience of producing reports and data analysis for senior leaders and external stakeholders as well as school statutory returns. Experience of managing sensitive and confidential information appropriately. Working knowledge of JCQ regulations and examinations administration.	Experience of working within a Multi Academy Trust environment. Experience of Arbor or other cloud-based MIS platforms. Experience of timetable management systems and curriculum planning processes. Experience of line managing staff. Experience of implementing new school systems.
Knowledge/Skills	Strong understanding of school data systems, processes and statutory requirements. Excellent IT skills, including advanced use of Excel and reporting tools. Strong analytical and problem-solving skills with excellent attention to detail. Ability to interpret and present data clearly to both operational and strategic audiences. Strong organisational skills and the ability to manage competing priorities effectively.	Knowledge of dashboard/reporting tools. Understanding of school performance measures and accountability frameworks.



	Good understanding of GDPR and information governance requirements. Ability to manage multiple, complex deadlines. Ability to lead service improvement.	
--	--	--