



Houlton School
Data, Examinations and Assessment
Manager



Job Description and Person Specification

Welcome from the Principal

It is my great pleasure to introduce you to our Houlton family, where **innovation, aspiration and excellence** are at the heart of all we do. As His Majesty's Inspector, Nicola Harwood noted when Ofsted visited us in 2021, we '...place spiritual, moral, social and cultural education at the heart of the curriculum so that **pupils flourish and are well prepared for life beyond school.**'

We proudly encourage pupils to consider themselves to have joined the unique experience of the '**Houlton family**'. Dr Maya Angelou once wrote that, '...family isn't always blood; it's **the people in your life who want you in theirs: the ones who accept you for who you are**, the ones who would do anything to see you smile and who love you no matter what.' This underpins our approach at Houlton, where difference is celebrated as integral to our supportive, wider community.

We have the privilege of occupying an exceptional campus, including our Grade II listed buildings that previously housed Rugby International Radio Station. Some established schools are lucky to be provided with refreshed, enhanced facilities in one or two specialist subject areas, such as the Arts or STEM; however, our pupils enjoy state-of-the-art facilities alongside stunning heritage buildings across the **entire curriculum**.

At Houlton School we have the highest expectations of our pupils: **excellence** is expected in all aspects of behaviour and attitudes, and pupils will be expected to always do their very best. Uniform and standards of appearance are important and traditional here: we expect them to be worn correctly and with pride as the foundation of everything else we do as a family. We encourage our pupils to always model our values and will support them in all aspects of school life, providing them with the very best teachers, facilities, and opportunities to explore their emerging talents.

Colleagues here enjoy a supportive environment in terms of their careers, whether they be teachers or any other role within our organisation. One of our Trust's key ambitions is to 'nurture potential' and we subscribe to this aspiration whole-heartedly.

I strongly recommend that potential applicants come and pay us a visit to see what a fantastic place this is to work and learn; I have every confidence that if you do, you'll want to support us in the next, exciting phase of our expansion as a community.

Paul Brockwell

Executive Principal

About the Role

Thank you for your interest in the position of Data, Examinations and Assessment Manager at Houlton School

This pack has been designed to help you should you choose to submit an application to us, which we sincerely hope you do. The pack aims to answer all your initial questions, but if not, please do not hesitate to contact us. It is extremely important to us that you feel comfortable and confident enough to proceed with your application, as we aim to make the very best appointment possible.

So, who are we looking for?

Houlton School is seeking a highly organised, proactive and flexible professional to take on the role of Data, Examinations and Assessment Manager. This senior associate role will support the Principal, PA to the Principal and Leadership Team in managing assessment, examinations and data across the school. The successful candidate will ensure that systems and processes are robust, accurate and responsive to the needs of the school, while also taking full accountability for JCQ-regulated public examinations.

The ideal candidate will bring experience of working in a secondary school or a similar environment, alongside strong data, assessment or examinations expertise. They will be a collaborative team player who thrives in a fast-paced and evolving setting, with a hands-on approach and a commitment to continuous improvement. Above all, they will demonstrate a strong moral purpose and a clear focus on securing the best outcomes for children and young people.

Why work for Houlton?

A caring school on a 20 acre, green-field campus that is small enough to know every pupil's name and story, yet large enough to offer an exciting breadth of curriculum, including our brand new Sixth Form, which launches in September 2026.

You'll be working within a community of passionate, committed colleagues who genuinely support each other.

A staff well-being team implements various strategies to boost staff engagement including various activities, events, conferences, and many other staff benefits.

Excellent opportunities to develop and grow in the successful and expanding Transforming Lives Educational Trust, a growing Multi-academy Trust based within the local community.

What next?

We want to hear from you if you are as excited as we are about this fresh opportunity within our successful and growing Trust. In return, we can offer the right candidate the chance to work within our innovative and forward-thinking Trust as well as offering excellent professional development and progression.

We encourage you to consider the information in this pack carefully and use it to picture yourself within the role at Houlton. Should you wish to discuss any element of the pack in more detail, please don't hesitate to contact us. We look forward to receiving your application, details on how to apply can be found below.

Job Description

Academy/College:	Houlton School
Job Title:	Data, Assessment and Examinations Manager
Salary:	NJC Pay Range 10 NJC Pay Scale 25 – 28 £36,363.00 - £39,152.00 FTE £32,229.83 - £34,701.83 <i>Actual</i>
Contract:	37.5 hours Term Time + 10 days Permanent
Responsible to:	Assistant Principal: Curriculum and Outcomes
Key relationships/Liaison with:	<ul style="list-style-type: none"> ● Stakeholders ● Teachers ● Students
Job purpose:	To manage all aspects of data and examinations and support in the effective assessment management of the school.
MAIN ROLE AND RESPONSIBILITIES:	
<p>Main Strategic Duties and Responsibilities</p> <ul style="list-style-type: none"> ● All post holders are responsible to the Principal for ensuring the general good order and discipline of the Academy and in the implementation of all policies. All staff are expected to have a clear understanding of the vision, aims and ethos of the Academy and an awareness of its role in the community. ● To be accountable to the Senior Leadership Team. ● To undertake the role of Examinations Officer incorporating all examination officer duties, including undertaking the role of senior invigilator (where appropriate) and ensuring all compliance with the Joint Council for Qualifications regulations. ● To manage the administration and analysis of the Academy's systems and procedures for pupil assessment. (MIS) ● To complete statistical returns and reports for the ESFA, LA, DfE and other Bodies including the regular pupil level analysis (CENSUS). ● To be responsible for the production of and the updating of Pupil Premium data. ● To amend/ write Academy policies where appropriate. 	

- To provide high level organisational and analytical support to Senior Leadership Team members and senior teachers in curriculum areas.

Examinations Management

- To be the Examinations Officer for the examination centre at Houlton School
- To disseminate information regarding public and internal exams to SLT, staff, pupils and parents.
- To issue arrangements for exam session conduct to all pupils and staff.
- To collaborate with SENDCo in making appropriate access arrangements for pupils with additional educational needs.
- To liaise with department leaders in finalising pupils' entries.
- To be responsible for the submission of examination entries, forecast grades and coursework/ controlled assessment marks for external exams to the awarding bodies for public exams, including modular and vocational examinations, to deadline.
- To make arrangements for pupils to sit examinations they have not been taught at the centre (e.g. community languages).
- To complete examination entries using appropriate software and to keep backup copies of these for internal records.
- To prepare, submit and manage the Examinations Budget.
- To make appeals regarding results for subject leaders.
- To create examination timetables and invigilation timetables for both mock and external examinations, including rooming of exams.
- To manage exam clashes and make appropriate provisions for the pupils.
- To arrange the invigilation/rooming for pupils entitled to access arrangements.
- To receive, check, sort and secure external examination papers as they arrive and be responsible for examination stationery.
- To be responsible for the daily running of external and internal examinations, including informing the relevant staff about arrangements that need to be made for furniture set up in the examination rooms.
- To check, pack and arrange the despatch of all external examination papers by Parcel Force.
- To deal with special consideration applications during examination seasons.
- To provide relevant statistics on examination entry and results to SLT.
- To manage the retrieval and analysis of confidential examination results on pre-results day.
- To prepare the examination statements of results for student collection on results day.
- To check ESFA, DfE statistics and examination results information before publication.
- To check certificates before they are given to candidates and prepare a receipt to be signed by the candidate.
- To make arrangements for the collection of certificates by pupils.
- To liaise with staff in dealing with complaints and queries about public exam results.
- To recruit and appoint examination invigilators.
- To provide relevant training for invigilators, including creation of invigilator handbooks and training materials.
- To produce reports relating to examination entries and results for SLT and staff use.

- To ensure all external examinations are run in accordance with the JCQ regulations, and that storage of examination papers and access arrangements are in accordance with the JCQ regulations and inspections.
- To undertake the role of a Senior Examinations Invigilator overseeing a team of invigilators, including setting out the examination hall, starting the examination, dealing with latecomers and implementing the formal examination rules, ensuring that papers are appropriately transported to the examination hall, collected/ stored and despatched appropriately, and that attendance and absence of examination candidates is recorded appropriately.

Assessment Management

- To uphold the vision and strategic direction of the Academy in using data effectively, reliably and to improve the operating performance of the Academy.
- To be the responsible officer in relation to the schools' data and assessment procedures. Liaising with the SLT regarding data and assessment needs.
- To manage the key duties related to the Academy's systems of pupil assessment including system design, report layout, data inputting and collation, data manipulation and analysis, report layout and ensuring production to deadline, operating the Academy's systems as appropriate.
- Provide statistical analysis of data as requested by SLT in terms of Faculty / Department / Other Cohorts & Groups to analyse performance and identify progress and underachievement.
- To be responsible for information gathering, analysis and presentation of contextual data for pupil assessment, management information and external information requirements including the annual and termly DfE census and LA return for Additional Education Needs (AEN), including contributing to the creation and input of such data from time to time, using the school's Management Information System as appropriate.
- To provide support, at a high level, to members of SLT with regard to the provision or analysis, of information on any aspect of the school's organisation, operational activities or performance.
- To ensure that all pupils reports are produced and distributed to deadline including student reports, reports for tracking of student progress, examination and assessment data in accordance with the Learning and Teaching Policy.
- Responsible for ensuring all Mark Sheets are created in time for staff to complete in accordance with the Assessment Calendar.
- To design and implement new operating, collection and design systems to meet new accountability measures.
- To ensure we are always Ofsted ready at every point in the Academy school year and that data presented demonstrates positive progress.
- To have advanced knowledge and use of MIS, SIMS, SISRA and FFT.
- Ability to demonstrate advanced and innovative Excel and Word skills.
- To analyse templates (SISRA and SIMS) for all live data in the Academy that enables staff to identify key trends and gaps.
- To lead on all parental reporting, access and security via online reporting.
- To support in completing an accurate census return.

- To implement the Data Collection and Review Policy in accordance with agreed procedures and deadlines.
- To input data regarding examination and assessment information.
- To supply data as requested by Senior Leadership Team.

General

- To attend regular line management and appraisal meetings and undertake CPD appropriate to the development of the role.

The post holder will have a shared responsibility for the safeguarding of all children and young people. The post holder has an implicit duty to promote the welfare of all staff, children and young people and to be committed to promoting diversity and inclusion.

This job description sets out the duties and responsibilities of the post at the time it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.

Person Specification

Job Title: Data, Examinations and Assessments Manager
Responsible to: Assistant Principal: Curriculum and Outcomes

The post holder will have a shared responsibility for the safeguarding of all children and young people. The post holder has an implicit duty to promote the welfare of all staff, children and young people and to be committed to promoting diversity and inclusion.

Specification	Essential	Desirable
Qualifications/ Training	<ul style="list-style-type: none"> A good standard of education with at least grade A*-C/ 9-5 GCSE English and Mathematics. 	<ul style="list-style-type: none"> Further relevant qualifications, e.g. A Levels, Bachelors level qualification.
Experience	<ul style="list-style-type: none"> Experience of working in a school office and data driven environment. Understanding of assessment and the use of data to promote achievement and attainment. Experience of examination administration/organisation. Experience of dealing with confidential issues. Experience of line management. An understanding of Examination Board and JCQ rules and regulations. 	<ul style="list-style-type: none"> Involvement in investigations/understanding of malpractice issues relating to exams. Able to recruit and manage temporary invigilators.
Knowledge/Skills (Ability to)	<ul style="list-style-type: none"> Demonstrate an understanding and commitment to equal opportunities. Demonstrate an understanding and commitment to safeguarding. Knowledge of JCQ/ Ofqual exams regulations. Excellent IT skills – Excel, Word, PowerPoint, Google. Working knowledge of SIMS/ MIS 	<ul style="list-style-type: none"> Knowledge of most recent government documentation and guidance relating to exams. Ability to compile, process and present data in a clear and understandable form. Knowledge of SISRA and other educational platforms used to process attainment data for pupils. Advanced Excel Skills with the ability to use formulae and manipulate spreadsheets.
Personal Qualities	<ul style="list-style-type: none"> Calm Confident Flexible Reliable 	

How to Visit and Apply

Please read the information in this pack. If you are interested in this job opportunity, please apply by downloading the application form from our website (www.tlet.org.uk). Completed application forms should be emailed to careers@tlet.org.uk or posted to:

HR Department (Careers)
c/o Houlton School
Signal Drive
Houlton
Rugby
Warwickshire
CV23 1ED

If you have any questions about the role or would like to visit Transforming Lives Educational Trust or one of our Academies, please don't hesitate to contact us by emailing careers@tlet.org.uk or selecting option 1 on our telephone menu – 01788 593900.

If you decide to apply, you should include a supporting statement with your application form (either within the application or as a covering letter) on no more than two sides of A4, giving your reasons for applying for the post, addressing information you have read in the pack and particularly the person specification, and outline any relevant experience and personal qualities you would bring to the Trust.

Please do not send a general letter; we are really looking for someone who is prepared to respond to us as an individual Trust. You can be sure that we will take time and care in reading your letter; we appreciate how much time and energy goes into writing it.

Recruitment Timeline

- **Position advertised:** 05 May 2026
- **Closing date:** 13 May 2026 (9am)
- **Final shortlisting:** 13 May 2026
- **Final panel process:** w/c 18 May 2026