



ASHLAWN  
SCHOOL

Ashlawn School  
Team Leader for Data, Admin Systems  
and Exams

Job Description and Person Specification

# Welcome from the Principal

**As the recently appointed Principal of Ashlawn School, anticipating a new challenge and opportunity is always exciting. It is important to recognise that recruitment is a two-way process.**

Our focus, as a Trust, is to provide the right environment for our academies to thrive in. At Ashlawn, our ambitions of nurturing potential, inspiring community, and delivering excellence are deeply rooted in the very core of the school. We are seeking an individual who resonates with our vision, someone dedicated to ensuring that every staff member and student has the opportunities needed to maximise their potential in all aspects.

You are looking for the right school in which to develop and progress, to contribute to the success of others and to receive the support that you need to feel fulfilled in your role. We hope that you agree that Ashlawn is exactly that kind of school. It's an exciting time for us as we strive to build on our successes, and we are on the lookout for an individual who shares the commitment and resilience to support this goal.

We welcome visits to Ashlawn prior to application because we are proud that:

- Our students are motivated and want to succeed
- Behaviour is excellent
- The variety of opportunities both within and out of the classroom provides all students with the opportunity to develop their interests and skills in a wide range of areas

At Ashlawn School, everybody counts. Staff and students will talk about the vibrant culture and support they get from each other – we truly are a community. Our key aim is to give every child the opportunity to flourish and develop into life-long learners, engaged in the world around them and ready to take their place in the world as resilient, caring, disciplined, well-educated and employable adults.

If you want to be part of a dynamic team, contribute to our excellent standards, and have high aspirations for young people, then Ashlawn School is the right school for you!

We look forward to meeting with you, so that you too can appreciate our wonderful school and its vibrant community.

Paul Brockwell  
**Executive Principal**

# About the Role

Thank you for your interest in the position of Data, Admin Systems & Exams Team Leader at Ashlawn 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?**

Ashlawn School is recruiting a Team Leader for our exams, admin systems and data team. You will oversee a hard-working team who support teachers and leaders with necessary information and organisation. Within the role will be responsibility for maintaining our student information system, SIMS, and overseeing timetable adjustments as well as supporting senior leaders with construction of the whole-school timetable. In addition, you will be instrumental in the successful return of statutory school censuses, and have oversight of our wider data personnel, exams team and other support staff.

Our aim is to enable all students to achieve their potential academically and personally, regardless of ability or disability. We aim to increase whole school and community awareness of the importance of quality and equity of opportunity for all students and are committed to providing an integrated and inclusive curriculum to meet individual needs, promoting positive achievement and independence for all.

## **Why work for Ashlawn?**

- A large bi-lateral school committed to supporting all members of the school community to succeed
- You'll be working within a community of passionate, committed colleagues who genuinely support each other
- A staff wellbeing 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
- To be part of an 11-18 provision with opportunities to teach in the sixth form

## **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 Ashlawn. 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

<b>Academy/College:</b>	Ashlawn School
<b>Job Title:</b>	Team Leader for Exams, Data and Admin Systems
<b>Salary:</b>	NJC25 – NJC28 £36,363.00 to £39,152.00 FTE £33,390.11 to £35,951.09 <i>Actual</i>
<b>Contract:</b>	37 Hours Term Time plus 20 days
<b>Responsible to:</b>	Vice Principal
<b>Key relationships/Liaison with:</b>	Senior Leadership Team Teachers
<b>Job purpose:</b>	To lead and oversee a dynamic and hardworking team of individuals that support teachers and leaders within the school

## MAIN ROLE AND RESPONSIBILITIES:

Line management of individuals within the Data, Admin Systems & Exams Team to enable effective day to day running of the department

Quality assurance of services provided by the Data, Admin Systems & Exams Team

Facilitating/arranging training for the Data, Admin Systems & Exams Team

Absence management of the Data, Admin Systems & Exams Team

Be responsible for maintaining full accurate records and to complete statistical returns and reports for the ESFA, LA, DfE and other Bodies including the regular pupil level analysis (CENSUS)

Support SLT with construction of whole school timetable

Make ongoing adjustments to whole school and individual student timetables

Liaise with the SLT fortnightly regarding SIMS & Timetable needs

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:** Team Leader for Exams, Data and Admin Systems  
**Responsible to:** Vice Principal

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
<b>Qualifications/ Training</b>	<ul style="list-style-type: none"> <li>Maths &amp; English GCSE 4 or above</li> <li>Good working knowledge of computer software packages including Microsoft Word, Excel, PowerPoint and Outlook</li> <li>Experience using information systems (such as SIMS)</li> </ul>	<ul style="list-style-type: none"> <li>Further relevant qualifications, e.g. A Levels, Bachelors level qualification</li> <li>Experience using Google Drive</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>Experience of working in a school office or similar, and data driven environment</li> <li>Understanding of assessment and the use of data to promote achievement and attainment</li> <li>Experience of dealing with confidential issues</li> <li>Experience of line management</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>
<b>Knowledge/Skills (Ability to)</b>	<ul style="list-style-type: none"> <li>Demonstrate an understanding and commitment to equal opportunities</li> <li>Demonstrate an understanding and commitment to safeguarding</li> <li>Produce and process data and documents to ensure accurate reports and information</li> <li>Ability to lead &amp; support a team</li> <li>Ability to multi-task</li> <li>Ability to work efficiently &amp; calmly in a busy environment</li> <li>Ability to organise and prioritise own workload</li> <li>Ability to handle sensitive and confidential information and issues appropriately</li> <li>Ability to self-evaluate learning needs and actively seek CPD</li> <li>Ability to work independently &amp; show initiative when problem solving</li> <li>Ability to work as part of a team</li> <li>Ability to establish good working relationships at all levels – students, teachers, senior management, board of trustees etc.</li> </ul>	<ul style="list-style-type: none"> <li>Working knowledge of relevant policies/ procedures / codes of practice / legislation, including Data Protection and Child Protection</li> <li>Ability to resolve complex problems, some of which are not covered by existing rules, procedures or instructions</li> <li>An understanding of Examination Board and JCQ rules and regulations</li> </ul>

<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Great organisational skills</li> <li>• Great time management skills</li> <li>• Confident communicator with a wide range of people</li> <li>• Team player with the ability to work on own initiative</li> <li>• Adaptable to changes &amp; new technology</li> <li>• Flexible, reliable &amp; professional</li> <li>• Commitment to and evidence of promoting all areas of safeguarding, pupil welfare, and health and safety at work</li> </ul>	
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# 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](http://www.tlet.org.uk)). Completed application forms should be emailed to [careers@tlet.org.uk](mailto: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](mailto: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:** 20 January 2026
- **Closing date:** 02 February 2026 (9am)
- **Final shortlisting:** w/c 02 February 2026
- **Final panel process:** TBC