

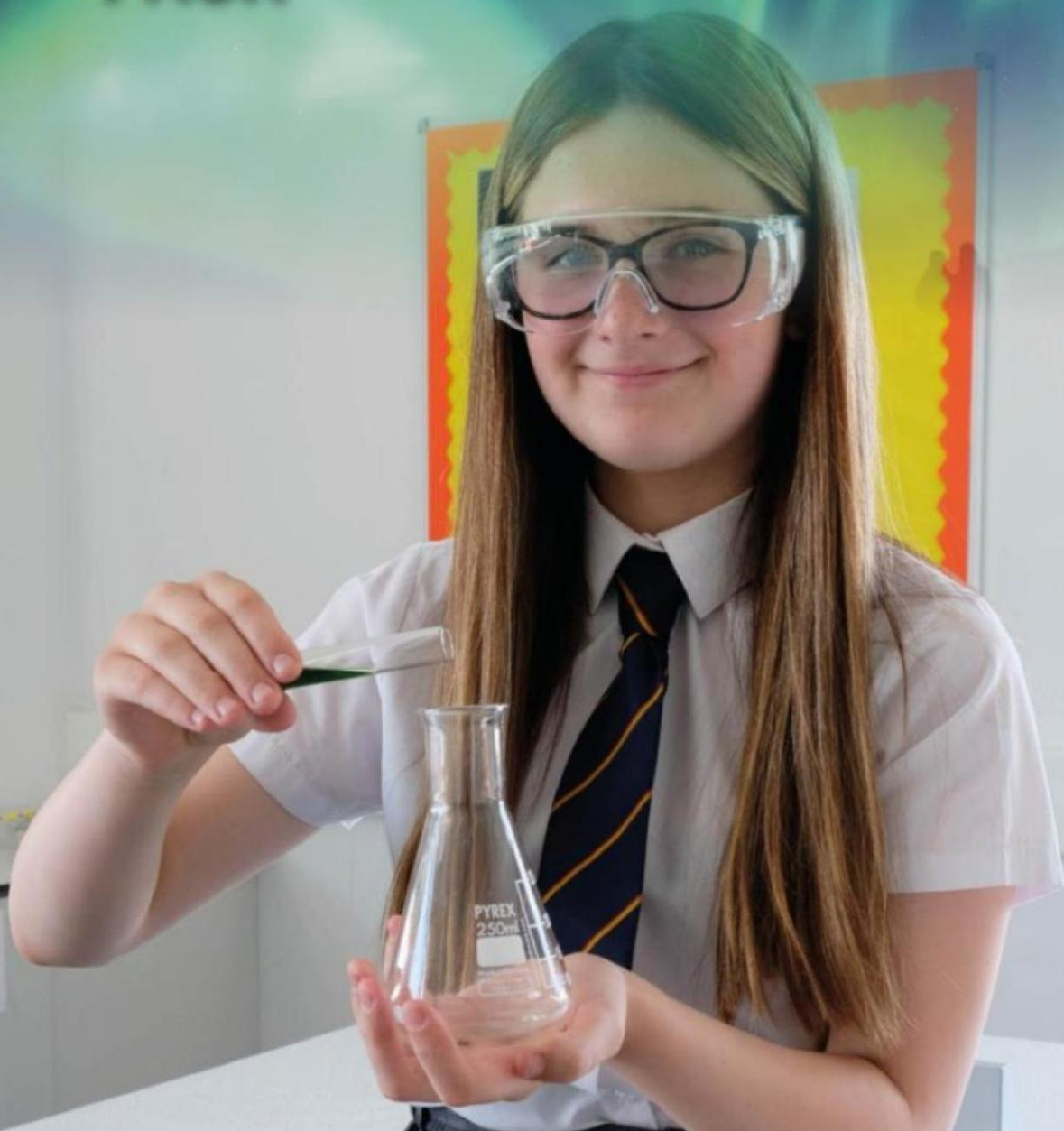


Northern  
Lights

LEARNING TRUST

**SENIOR DATA AND EXAMS MANAGER  
IAN RAMSEY CE ACADEMY**

# **APPLICATION PACK**





# Northern Lights



We are a Multi-Academy Trust currently comprising ten schools – primary and secondary – and over 4,200 children and young people in an area stretching from Teesside through to Wearside.



We are a Teaching School Hub, one of 87 DfE centres of excellence for teacher training and development, focused on some of the best schools and multi-academy trusts in the country.



We are an Early Years Stronger Practice Hub, set up by the DfE to provide advice, share good practice and offer evidence-based professional development for early years practitioners.



We provide Initial Teacher Training, a school-based learning opportunity where you will train in a highly personal, supportive and creative environment, with purpose and challenge at the heart of it all.

## OUR SCHOOLS



**Benedict Biscop CE Academy**  
Sunderland



**Dame Dorothy Primary School**  
Sunderland



**Firthmoor Primary School**  
Darlington



**Grange Primary School**  
Hartlepool



**Hart Primary School**  
Hartlepool



**Holley Park Academy**  
Washington, Sunderland



**Ian Ramsey CE Academy**  
Stockton-on-Tees



**St Aidan's CE Academy**  
Darlington



**St. Helen's Primary School**  
Hartlepool



**St. Peter's Elwick CE Primary School,**  
Hartlepool



**Venerable Bede CE Academy**  
Sunderland

Every Northern Lights school has its own values and its own vision and that's really important to us because all of our schools are there to serve our community but equally, our Trust is there to serve each other.

We do that with humility and with an openness because at Northern Lights it's not all about the academic – that is really important to us – but we know, as a Trust, we are successful if we have ensured that in an holistic way our children and young people have had every opportunity to experience, to flourish, to thrive, to understand the wonder and the joy of the world around them.

– Jo Heaton OBE, Chief Executive, Northern Lights Learning Trust



## Welcome from the CEO

Thank you for your interest in the position of Senior Data and Exams Manager within Northern Lights Learning Trust.

We are a growing Multi-Academy Trust that is currently made up of 3 secondaries and 8 primaries across Wearside and Teesside, with our central offices based in Seaham. We educate over 4200 pupils and employ over 600 members of staff and serve a diverse range of schools and communities. Each of our schools have their own individual ethos, values and vision, which sit together as part of our Northern Lights vision of 'Shining Together and Stronger Together'. As a CofE MAT, our schools are a mixture of Church and non-Church schools that range in size and levels of disadvantage. We see this diversity as a real strength to learn from and work with each other.

As a Multi-Academy Trust we are at the heart of the current educational landscape, as a designated DfE Centre of Excellence as a Teaching School Hub and DfE Early Years Hub, responsible for teacher development across all ages and phases of education, working with over 300 schools. We are collaborative in our approach and value professional development highly in all we do.

We are looking for someone whose values align with us as a Trust and has the drive and ambition to work collaboratively to provide the best opportunities and outcomes for our young people.

We look forward to receiving your application.

Yours faithfully

Jo Heaton  
Chief Executive Officer



## Welcome from the Headteacher

I am privileged to be Headteacher at Ian Ramsey CE Academy. It is my pleasure to welcome you to our school.

Ian Ramsey CE is a popular and oversubscribed secondary school at the heart of the Stockton community and its surrounding villages. There are approximately 1187 pupils on roll in years 7-11. In 2022, Ofsted described our academy as a place where 'Pupils and staff have positive relationships. There is an inclusive culture built on a Christian ethos.'

The Christian ethos shapes the daily culture of our school so our children feel safe and are cared for. Our Academy's mission statement, **'Together to learn, to grow, to serve'**, encompasses our commitment to ensuring all members of our community use the gifts we have been given to serve others to learn as individuals and build the confidence to achieve their aspirations.

We provide a broad and inspiring academic experience, which is interesting, challenging, and relevant to the needs of our pupils. We want all our children to reach their full potential, to give them the opportunity to flourish, to recognise and develop their individual gifts and talents and approach the outside world with confidence. Our DEEP curriculum, offers all pupils a first class education based on high-quality teaching and a range of experiences outside of the classroom.

The 2025/26 academic year will be an exciting one for all those involved. Whilst the most recent Ofsted inspection judged the academy to be 'good' in all areas, there is still so much potential that is yet to be recognised and harnessed.

Each member of staff plays an essential role in the day to day running of the school and each can positively impact the children and young people in our care; the post of Senior Data and Exams Manager will be no different and is a vital role in the whole academy team.

Thank you for your interest in our academy.

Kind regards

Donna Park  
**Headteacher**

# **Senior Data and Exams Manager**

**Permanent position**

**Required as soon as possible**

**NJC SCP 19-25**

**£32,061 - £36,363**

**Working Pattern: 37hrs/52 weeks (negotiable to 42wks pro-rata) NJC**

**Pay & Conditions**

Ian Ramsey CE Academy is seeking to employ a dynamic, outstanding professional who will inspire and motivate all within our school community.

The successful candidate should:

- Significant experience managing examinations and assessment processes within a secondary school
- In-depth knowledge of GCSE, vocational and internal assessments, including JCQ and awarding body regulations
- Strong expertise in student data management, analysis, and reporting to support school performance and accountability measures
- Proven ability to lead and coordinate exams and data staff, including training and line management where appropriate
- High level of accuracy and attention to detail when handling sensitive student data and examination entries
- Experience using school MIS systems (such as SIMS, Arbor, Bromcom or equivalent) and exam management software
- Excellent organisational skills with the ability to manage multiple exam series and meet strict deadlines
- Strong communication skills to liaise effectively with senior leaders, teaching staff, students, parents, and external exam boards

If so, we would really welcome your application.

**In return you will receive:**

- A supportive working environment that puts people at the heart of the organisation
- The opportunity to work as part of a growing Trust and shape this role
- Continuous professional development
- A range of Trust initiatives that improve wellbeing. Current initiatives include an annual wellbeing day.
- National Terms and Conditions of Employment
- Teachers' Pension Scheme/ Local Government Pension Scheme

**Employee welfare and benefits package including:**

- 24-hour GP access
- Nurse support service
- Mental health services, including stress management, mental health first aid training and bereavement support
- Free Flu vaccinations
- Counselling Services
- Physiotherapy
- Financial wellbeing coaching
- Maternity and Paternity support
- Menopause support
- Access to useful wellbeing resources
- Cycle to work scheme
- Lifestyle savings including discounts on shops, food and drink and days out



**CLOSING DATE:**

**Applications must be received by:** 30<sup>th</sup> January 2026

**Shortlisting will take place on:** w/c 2<sup>nd</sup> February 2026

**Interviews**

**will take place on:** w/c 2<sup>nd</sup> February 2026

**HOW TO APPLY:**

Letters of application should be returned, along with a Northern Lights Learning Trust application form, to [recruitment@nllt.co.uk](mailto:recruitment@nllt.co.uk) or by post to Northern Lights Learning Trust, Spectrum Business Park, Lighthouse View, Building 2, Seaham, SR7 7PR.

Applications will only be considered on receipt of an application form, CV's and other forms of application will not be accepted. For further information, please contact the school on 0191 5239745.

Details of the school can be found on the school website:

<https://www.ianramsey.org.uk/>

## **JOB DESCRIPTION**

**Job Title:** Senior Data and Exams Manager

**Reports to:** Deputy Head

**Location:** Ian Ramsey CE Academy

**Salary:** NJC SCP 19-25 (£32,061-£36,363)

**Contract:** Permanent

**Hours:** 37 hours per week/ 52 Weeks (Negotiable to 42wks pro-rata)

### **Key purpose of the role:**

To manage the processing of all external and internal examination procedures to ensure the smooth running of all examinations, controlled assessments and vocational qualifications. To maintain pupil data in the academy using Trust systems and Arbor, supporting outcomes by interpreting and analysing trends and highlight fluctuations in performance to appropriate colleagues. To work closely with senior leadership team, and those with responsibility for data across the Trust, to identify gaps in progress and attainment for groups, subgroups and individuals to support the planning and use of resources effectively to close the gaps and improve attainment and progress. To keep up to date with changes in curriculum, examinations and measures that impact on the local and national environment and to inform SLT of any significant changes.

### **KEY RESPONSIBILITIES:**

#### **Examinations:**

- To download and import results files into the school MIS when results are released in August.
- Preparation and distribution of results notifications for pupils on results day.
- Resolution and query management with pupils, parents/carers and other stakeholders, as well as resolving any queries with awarding bodies
- Collate and analyse the results for publication to stakeholders and SLT to prepare press release.
- Collate and prepare certificates for distribution on presentation evening.
- Liaise with Heads of Department to collect entries for submission to awarding bodies.
- Download base-data for examinations and vocational qualifications from the awarding bodies for import into Arbor and preparation of the relevant exam seasons for each academic year.



- Liaise with heads of department to collect information on courses being delivered and entries to be made with clear records to be kept ensuring the accuracy of entries and accountability of all parties involved
- Process entries, amendments and estimated grades using Arbor, ensuring all deadlines are maintained and late fees are avoided for each examination season
- Liaise with estates to prepare the examinations hall/ rooms as necessary.
- Preparation and development of pupil information to include all relevant data for the exam series such as entry lists, timetables, notices and instructions for pupil conduct
- Preparation of seating plans, place cards, notices and any other requisite materials to ensure that the examinations proceed in accordance within statutory guidelines as well as managing the entry and exit of pupils into the examinations hall to ensure a calm and orderly examination
- Liaise with the SENDCO regarding candidates with SEND; applying to the awarding bodies for special considerations, access arrangements and modified materials where required. Also ensuring that any students sitting exams with access arrangements are catered for with appropriate rooming, support staff and invigilation
- Managing the receipt and secure storage of examination materials and ensuring we have sufficient materials and examination stationary for each season
- Checking scripts are present and ordered, packaging scripts and ensuring attendance registers are accurately completed before scripts are sent off using the Parcelforce yellow label service, including relating to controlled assessment, coursework etc.
- Using where possible the Arbor examinations manager module for administration of all vocational qualifications, including entry and unit claims for all subjects. Where this facility is not available using the awarding body secure websites
- To resolve examination clashes in accordance with regulations.
- To recruit, train and line manage exam invigilators, providing them with a handbook containing guidance and any relevant rules and regulations from the JCQ and awarding bodies. Conduct invigilator briefings before each examination.
- To produce an overall examination timetable for each season and to distribute individual candidate timetables to pupils.
- To produce analysis of examination results by subject for heads of department.
- To develop and maintain the academy's examinations policy, ensuring it is up to date and meets the JCQ requirements
- To meet with the JCQ inspector and ensure all the requirements are met to enable the academy to pass an inspection
- To attend any meetings, training or development opportunities as required by the post.
- To undertake such additional duties as are reasonable commensurate with the level of this post

## **Data:**

- To have overall responsibility for Arbor in the school, including being the principal point of contact for Arbor team
- To manage users and permissions within Arbor
- Preparation of data for statutory returns e.g. academy Census
- To create targets for all admissions using KS2/CAT/KS3 data
- To maintain progress checking system and reporting system in Assessment Manager
- To maintain base data mark sheets
- To create bespoke reports in Arbor for staff
- To configure and maintain Arbor discover
- To attend data manager meetings to keep abreast of current issues in academies
- To update Arbor with new teaching personnel to allow access to mark sheets
- To work closely with SLT to create, maintain and adapt data collection systems and processes
- To collate, monitor and analyse data as required and provide comprehensive information and reporting assistance on a timely basis to SLT and other Trust employees.
- To identify trends and key issues for the academy
- To instigate and manage the academy assessment calendar
- To manage the timely and accurate entry and processing of data relating to pupils including personal details, achievement, attainment, behaviour, demographics, consent permissions and other areas required by the school.
- To produce reports as required by the SLT
- To be responsible for the development and production of pupil reports
- To be responsible for the production of regular reports for key stakeholders relating to the progress and attainment of all year groups and identified groups
- To ensure that all data and information is processed in accordance with Data Protection principles
- To respond to and provide information or advice (including redaction where required) on Freedom of Information and Data Protection Subject Access Requests in line with relevant legislation.
- To become involved in project work and support the SLT in implementing new initiatives as requested by the Headteacher.
- To support the school in continuing to develop and maintain effective and efficient systems of work
- To provide training and support (including preparation and distribution of materials) to internal stakeholders on data analysis and usage

- To effectively communicate management information to a variety of audiences
- To analyse data, and prepare information using PowerBI, sharing as appropriate
- To assist in the efficient use of school systems such as RAG, progress meetings, etc.

#### **To manage, maintain and update SISRA for data analysis and monitoring**

- Input of student data.
- Ensure that Targets and KS2 data is updated.
- Ensure the timely import of assessment data at each data collection.
- Manage staff access, setup and monitoring of usage.
- Provide training and support as required.
- Be aware of any proposed changes and the effect this will have on the Academy data collection process.

#### **To provide summary documents on pupil performance**

- To prepare/collate data and information for the Academy website and other publications as required.
- To provide performance data as requested by SLT
- To provide SLT ATL and Homework data when available.
- To provide SLT with data to ensure effective departmental support that ensures timely intervention.
- To provide SLT reports for students relating to assessment data.
- Produce data analysis for Raising Achievement meetings as directed.
- Assist teaching staff with analysis for performance management.
- To complete statistical returns for the Academy as requested by the DfE or others agencies.
- To complete returns as requested by EFA.
- To provide LA with Academy data as required
- To provide LA with Early Results data.
- To assist in the preparation of Academy performance data.
- Management of KS2 data and setting of Y7 classes in consultation with SLT.
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#### **Contribute to whole Academy discussions about the reporting cycle and its ongoing development.**

- Administer and check target setting.
- To monitor the progress of the input of data by staff to meet deadlines for reporting to SLT and parents.

### **Other duties**

- Promotional – arrange promotional banners for use within Academy.
- IDSR administration
- FFT Aspire administration
- To carry out the role of first aider, as directed by the Head Teacher.
- To carry out support staff duty in line with the rota, as directed by the Head Teacher.
- To Carry out other reasonable management instructions from the line manager or as directed by SLT or the Head Teacher.

### **Personnel Management**

- Directly manage the data/exams and invigilation teams including delegation of tasks, training and development, performance management and professional conduct matters.
- Ensure adequate cover within the department for all internal and external examinations and training days.
- Carry out annual Performance Management Reviews and regular line management meetings with staff, following academy policy guidelines.
- Recruit, train, and supervise a pool of invigilators for internal and external examinations.
- To carry out return to work interviews with relevant staff.

### **Support for the Academy:**

- Be aware of and comply with policies and procedures relating to Data Protection, safeguarding and keeping children safe in Education, Child protection, Health; Safety and confidentiality, reporting all concerns to an inappropriate person
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Contribute to the overall ethos/work/aims of the Academy
- Attend regular meetings as required
- To provide support/training for staff relating to the use of Arbor/Excel/SISRA and other programs
- Attend meetings with other Data Managers to share ideas and new developments in Academy data analysis.
- To anticipate future data needs and ensure that data and analysis is in line with any changes to assessment and how this may affect our student provision.
- Participate in training and other learning activities and performance development as required
- Recognise own strengths and areas of expertise and use these to advise and support others



- Show a duty of care and take appropriate action to comply with Health & Safety requirements at all time
- Demonstrate and promote commitment to Equal Opportunities and to the elimination of behaviour and practices that could be discriminatory.

**The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.**

## **PERSON SPECIFICATION**

### **Senior Data and Exams Manager**

CATEGORY	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
APPLICATION FORM	1. Well-presented and complete application form		Application
QUALIFICATIONS	1. Educated to A – Level standard or equivalent/relevant qualification 2. Strong literacy and numeracy skills 3. Evidence of ongoing professional development	1. Degree-level qualification 2. Relevant training in examination administration or data management systems 3. First Aid qualification	Application
EXPERIENCE	1. Proven experience in managing large sets of data in both information systems and other programs such as Excel 2. Experience of using information systems to create and produce reports to answer queries 3. Experience of working with partner agencies 4. Experience of preparing timetables and coordinating large-scale events 5. Experience of working within specific guidelines and ensuring compliance with	1. Proven experience in managing examinations within an educational setting 2. Experience of working with examination boards and compliance with JCQ regulations 3. Experience of managing and maintaining school data systems (e.g. Arbor, SISRA, FFT Aspire) 4. Experience of liaising with SEND teams to ensure exam access arrangements 5. Experience of training staff in data systems and analysis tools.	Application Interview References

	<p>these by yourself and others</p> <ol style="list-style-type: none"> <li>Experience of producing performance data reports and statistical returns</li> <li>Experience of supervising and managing staff</li> </ol>		
<b>SKILLS AND KNOWLEDGE</b>	<ol style="list-style-type: none"> <li>Excellent organisational and time management skills</li> <li>Ability to work to strict deadlines and under pressure</li> <li>Strong IT skills, including proficiency in Excel and database management</li> <li>Ability to analyse and interpret complex data sets</li> <li>Knowledge of JCQ regulations and examination procedures</li> <li>Ability to communicate effectively with staff, students, parents and external agencies.</li> </ol>	<ol style="list-style-type: none"> <li>Knowledge of Dfe, EFA and LA reporting requirements</li> <li>Understanding of safeguarding, data protection and confidentiality requirements</li> </ol>	Application Interview Certificates

<b>PERSONAL QUALITIES</b>	<ol style="list-style-type: none"> <li>1. Meticulous attention to detail and accuracy</li> <li>2. Ability to work independently and as part of a team</li> <li>3. Proactive and solution-focused approach</li> <li>4. Commitment to safeguarding and equal opportunities</li> <li>5. Ability to maintain confidentiality at all times</li> <li>6. Flexibility to adapt to changing priorities and demands</li> </ol>	<ol style="list-style-type: none"> <li>1. Confidence in leading discussions and contributing to Whole academy development</li> <li>2. Ability to anticipate future data needs and implement improvements</li> </ol>	Application Interview References
<b>OTHER</b>	<ol style="list-style-type: none"> <li>1. Satisfactory references (which will be requested for all candidates progressed to interview under safer recruitment practices)</li> <li>2. Enhanced DBS with barred list check</li> </ol>		References DBS certificate

#### References:

References will be requested prior to interview, unless there are exceptional circumstances, and the applicant does not give consent to do so on the application form. Please contact us to discuss further if you do not consent.

#### DBS:

Northern Lights Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An application for a DBS certificate will be submitted for all candidates once they have been offered the position. For posts in regulated activity, the DBS check will include a barred list check. During the recruitment process, any offences, or other matters relevant to the position will be considered on a case-by-case basis.



**Any offer of employment will be subject to receipt of a satisfactory DBS Enhanced Disclosure.**

**Safeguarding:**

Northern Lights Learning Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Everyone who comes into contact with children and their families and carers has a role to play in safeguarding children. To fulfil this responsibility effectively, all professionals should make sure their approach is child centred. This means that they should consider, at all times, what is in the best interests of the child.

**Pre-employment occupational health:**

Pre-employment occupational health checks are an essential part of the selection and recruitment process to assess if any reasonable adjustments are required. In some circumstances, an appointment with Occupational Health may be required to assess fitness for the role.

**Equal opportunities:**

Northern Lights Learning Trust are an equal opportunity employer. We want to develop a more diverse workforce and we positively welcome applicants from all sections of the community. Applicants with disabilities will be granted an interview if the essential job criteria are met.

**Artificial Intelligence and Recruitment at Northern Lights Learning Trust**

Northern Lights Learning Trust is committed to embracing innovation while maintaining fairness and integrity in our recruitment processes. We recognise that candidates may choose to use AI tools to support the preparation of their applications. While this is acceptable, we expect all submissions to reflect the applicant's own experiences, values, and suitability for the role and it is essential that AI is used appropriately.

AI must not be used to:

- provide misleading or false information at any stage of the application journey
- inflate or invent qualifications, skills or experience
- complete assessments as part of the recruitment process
- create generic responses and copy them into your application

If you have any questions about the use of AI in your recruitment process with us, please email: [hradmin@nllt.co.uk](mailto:hradmin@nllt.co.uk)



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