

Faculty/Department	Data and Digital Services Team
Job Title:	Data and Exams Team Leader
Grade:	Grade 7
Post Purpose:	• Lead and manage the Data and Digital Services team at Shenley Brook End school, including day-to-day leadership of Exams, Data and Attendance functions. • Lead and administer the examinations process, ensuring secure, compliant and well-planned delivery in line with JCQ and awarding body requirements. • Strengthen assessment data, reporting and operational routines so staff, students, parents and leaders receive clear, timely and accurate support. • Improve and automate workflows using Arbor, Power BI, Go4Schools and other relevant systems where they make processes simpler, more reliable and more efficient. • Embed the culture and values of the 5 Dimensions Trust by growing a collaborative, high-performing and service-focused team.
Accountable to:	Director of Data and Digital Services
Duties, Responsibilities and Key Tasks:	Leadership and Team Management • Provide day-to-day leadership, line management, workload planning, cover arrangements and professional development for team members. • Set clear standards, deadlines and communication routines so exams, data and attendance administration are delivered accurately and calmly. • Brief, train and support staff, invigilators and team members, including regular one-to-one and team communication. • Maintain and improve exams administration systems, ensuring secure handling of materials and clear stakeholder guidance. • Review exam-related policies, routines and team practice after key cycles and implement practical improvements. Operational Oversight • Plan and coordinate the annual exams/data cycle, including entries, timetables, rooms, seating, invigilation, results, certificates and post-results activity. • Ensure exam accommodation, invigilator deployment and candidate arrangements meet JCQ and awarding body requirements. • Maintain contingency plans, operational guides and resilient processes so statutory and operational requirements continue during absence or disruption. • Manage unexpected issues, irregularities, candidate responses and dispatch of scripts securely and confidentially. • Support the Head of Centre with compliance, inspections, investigations and reporting of suspected or actual malpractice where required.

	Process Improvement & Systems Integration • Work with the team to streamline exams, data and digital processes, reducing duplication and strengthening accuracy. • Maximise appropriate use of Arbor, Power BI, Go4Schools and other software to improve administration, assessment reporting and decision support. • Maintain accurate assessment and operational data, producing statistical reports where applicable and useful outputs for leaders and staff. • Represent the Data and Digital Services team at meetings and advocate for clear, data-informed practice across the school and Trust. • Align systems and procedures with Trust expectations while allowing agreed local variation where appropriate. Professional expectations • Set high expectations for students, staff and team practice, with a commitment to professional learning and continuous improvement. • Act as an ambassador for the Team, School and Trust, promoting achievements and constructive working relationships. • Understand key team roles and flexibly cover essential duties in an emergency to ensure statutory and operational requirements are met. • Work collaboratively, share learning from digital systems and contribute to policy, decision-making and strategic planning where relevant
General	• To be aware of the Trust's duty of care in relation to staff, students and visitors and to always comply with the health and safety policy. • Some working flexibility will be required to meet the demands of this post. • To establish and maintain positive, constructive, and professional working relationships with staff, visitors, students, parents, and other professionals of the Trust. • To be aware of and comply with the codes of conduct, regulations and policies of the Trust and its commitment to Equality, Diversity and Inclusion. Act in a courteous way at all times in communications with both colleagues and all stakeholders. • To contribute to whole School and Trust events as and when required. • To develop self within the post, undertaking training/appraisal as appropriate to ensure that relevant knowledge and skills are updated to support the development of the school. • To carry out any other reasonable duties or requests of your Line Manager, Head of School, Executive Team or CEO that are in keeping with this post or as may be determined from time to time.

This job description reflects the principal accountabilities of the post holder and identifies the level of responsibility as which they will be required to work. In the interests of effective working, the major tasks may be reviewed on an annual basis to reflect changing business needs and circumstances. Such reviews, and any consequential changes, will be carried out in conjunction with the post holder. It does not form part of your contract of employment.



The 5 Dimensions Trust is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. All posts are defined as Regulated Activity and therefore this post is subject to an Enhanced DBS.

PERSON SPECIFICATION

ATTRIBUTE	Essential (E) or Desirable (D)	Assessment
Qualifications		
GCSE Maths & English A*-C (or equivalent)	E	A
Higher level qualifications, for example A Levels or degree	D	A/I
Commitment to continued professional development	D	A/I
Knowledge and experience		
Experience leading, supervising or coordinating staff	E	A/I
Office administration and management experience	D	A/I
Experience running exams, school administration or regulated operational processes	D	A/I
Knowledge of JCQ/awarding body requirements, or ability to develop this quickly	E	A/I
Experience maintaining assessment data and producing reports for leaders	D	A/
Experience of Arbor, Go4Schools, Power BI or similar school systems	D	A/I/T
Experience advising or briefing senior leaders and wider stakeholders	E	A/I
Skills		
Excellent IT and administrative skills, including word processing and Excel	E	A/I/T
Clear, concise verbal and written communication	E	A/I
Ability to manage multiple priorities, deadlines and change	E	A/I
Accuracy, attention to detail and secure handling of confidential information	E	A/I
Ability to brief, train and support colleagues confidently	E	A/I
Able to improve processes and build sustainable routines	E	A/I
Ability to work under pressure and without close supervision	E	A/I
Able to adapt quickly to changes in regulations and processes	E	I
Able to adapt quickly to changes in regulations and processes	E	A/I
Personal attributes		
Flexible with working hours to respond to school and exam needs	E	I
Demonstrate and adhere to 5 Dimensions core values	E	I
Adhere to GDPR guidelines and the Trust's internal procedures	E	I
Adhere to the Trust's Safeguarding and Prevent policy	E	I
Adhere to Health and Safety Policy	E	I
Commitment to own professional development	E	I/A
Commitment to keeping abreast of COSHH/health and safety legislation	E	I
Commitment to equality and diversity in the workplace	E	I

A = Application

I = Interview



T = Task/Activity
R = References

I confirm that I have received a copy of the above job description for this role.

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Date

Signature