

## Newham Community Learning - Job Description

<b>Job title:</b>	Data and Assessment Officer
<b>Grade:</b>	PO3
<b>Location:</b>	School-based
<b>Job description reviewed by:</b>	CEO and Deputy CEO
<b>Is a person specification included?</b>	Yes
<b>Date reviewed:</b>	1 June 2026



[newhamcommunitylearning.org](https://newhamcommunitylearning.org)

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Newham Community Learning, Pretoria Road, London E16

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Company Number 09896221. Registered office: Newham Community Learning, Pretoria Road, London E16.

## **JOB DESCRIPTION AND PURPOSE – Data and Assessment Manager**

**Grade:PO3**

**Based at: School based**

**Reports to:** SLT Lead for Assessment & Exams

**Manages:** to be determined by Headteacher

**Liaison with:** SLT, Subject Leaders, Teachers, Examination Boards, Students, Parents

**Responsible for:**

Management of assessment data, including use of School MIS and other software to manage data on pupil achievement,

**Budget:** to be determined by Headteacher

**Other requirements:** This post is subject to an enhanced DBS check, and is exempt from the Rehabilitation of Offenders Act (1974)

### **PROTECTING OUR CHILDREN - SAFEGUARDING**

Everyone who comes into contact with children and their families has a role to play in safeguarding children. We recognise that staff at our school play a particularly important role as they are in a position to identify concerns early and provide help for children to prevent concerns from escalating. **All staff are advised to maintain an attitude of 'it could happen here' where safeguarding is concerned.** When concerned about the welfare of a child, staff members must always act in the **best interests** of the child.

### **PROTECTING OUR STAFF AND OUR RESOURCES – HEALTH AND SAFETY**

Adherence to health and safety requirements, which includes proper risk management processes, is required from all staff at school in so far as this is relevant to their roles. All staff are expected to understand their responsibilities for protecting and promoting the health and safety of all children and colleagues.

### **EQUAL OPPORTUNITIES**

Newham Community Learning has a strong commitment to achieving equality of opportunity in both its services to the community and in its employment of people, and expects all staff to understand and to promote its policies in their work.

### **DATA PROTECTION**

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UK GDPR and the Data Protection Act 2018 control how personal information is used by our Trust. Everyone responsible for handling and using personal data has to follow strict rules called 'data protection principles', which apply to any and all data concerning a living individual. An introduction to data protection is provided in our induction systems; refresher training is also provided. Staff are required to seek advice from the leadership team should they have any queries regarding the processing of personal data of fellow members of staff, children or parents.

## **PURPOSE OF JOB**

To provide professional, efficient and confidential support in managing school data systems and exams. This includes oversight of student data, reporting, assessment tracking, statutory returns, and the smooth administration of all internal and public examinations in line with awarding body regulations.

## **Key tasks and accountabilities**

In this role, the postholder will have oversight of and have responsibility for the following specific duties:

<ul style="list-style-type: none"><li>• Manage the school's systems for recording pupil achievement data, ensuring accurate student data, assessment records, and system integrity.</li></ul>
<ul style="list-style-type: none"><li>• Coordinate and oversee all internal and external examinations, ensuring compliance with JCQ and awarding body regulations.</li></ul>
<ul style="list-style-type: none"><li>• Oversight of exam logistics, including entries, invigilation, timetables, result days, and certificate distribution.</li></ul>
<ul style="list-style-type: none"><li>• Work with senior leaders and curriculum leaders to support school reporting, progress tracking, and performance reviews.</li></ul>
<ul style="list-style-type: none"><li>• Produce and manage school reports, performance data, and statutory returns</li></ul>
<ul style="list-style-type: none"><li>• Prepare and maintain subject setups, student groupings, academic calendars, and registration structures within the MIS.</li></ul>



<ul style="list-style-type: none"> <li>• Liaise with examination boards, subject leads, and SLT to ensure accurate and timely communication of exam requirements.</li> </ul>
<ul style="list-style-type: none"> <li>• Provide training and guidance to staff on the effective use of MIS and assessment systems.</li> </ul>
<ul style="list-style-type: none"> <li>• Act as the school's DPO, and ensure all data handling and storage is compliant with GDPR and school policies</li> </ul>
<ul style="list-style-type: none"> <li>• Contribute to the continuous improvement of data systems that support teaching, learning, and school improvement priorities.</li> </ul>
<ul style="list-style-type: none"> <li>• Participate in relevant training and professional development activities.</li> </ul>
<ul style="list-style-type: none"> <li>• To line manage staff who are assigned to you, and to ensure that they receive clear and supportive line management, while holding them accountable to a high standard for any duties assigned to them</li> </ul>

**General Duties:**

*You will be expected to undertake any other duties and responsibilities that are commensurate with the role, as reasonably directed by the Trust or individual school leadership. This includes supporting the broader aims and priorities of the Trust and contributing to additional tasks, duties, projects, or activities as required to meet operational or organisational needs.*



**PERSON SPECIFICATION – Data and Exams Officer**

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications and Training</b>	<p>5 or more GCSEs (Grade A*-C) including English and Maths</p> <p>Relevant qualification in ICT or business administration, or willingness to work towards</p> <p>Evidence of continuous professional development</p>	
<b>Experience</b>	<p>Experience managing and using school data systems</p> <p>Experience producing accurate assessment and reporting data</p> <p>Experience analysing data and generating reports</p> <p>Experience working in an educational setting</p>	<p>Experience organising and running public examinations</p>
<b>Professional Values</b>	<p>Commitment to confidentiality, data protection and safeguarding</p> <p>Awareness and respect for equality, diversity, and school values</p>	



<b>Skills</b>	<p>Excellent IT skills, including Microsoft Excel and data management tools</p> <p>Strong attention to detail and accuracy</p> <p>Ability to work under pressure and to deadlines</p> <p>Strong communication skills (verbal and written)</p>	<p>Ability to provide training and support to staff on systems use</p>
<b>Personal Characteristics</b>	<p>Professional and personal integrity</p> <p>Ability to work independently and as part of a team</p> <p>Strong interpersonal skills and the ability to relate to staff, students, and parents</p> <p>Resilience and a proactive approach to problem-solving</p>	
<b>Other</b>	<p>Willingness to participate in training and development</p> <p>Commitment to the values and vision of Newham Community Learning</p>	

*The Person Specification is an important part of the application process and will be used to shortlist candidates. You will need to demonstrate in your supporting statement/application form how you meet the criteria listed.*

