



# Ark Soane Academy

## Data & Exams Manager

- Location:** Acton, London - a five-minute walk from Acton Town tube station
- Contract:** Full-time hours, term time plus 2 weeks, permanent contract
- Start date:** October 2024
- Salary:** Ark Support Scale- Grade 8 Points 19-29 (FTE £34,452 - £40,427)
- Closing date:** Applications will be considered on rolling basis and early applications are advised.
- Interviews:** TBC

## Opportunity for an exceptional candidate to support the expansion of a high performing a new Ark secondary school in Ealing.

Ark Soane Academy is a new secondary school in Acton which opened in 2021. We will have 720 students in Years 7-10 from September 2024 and will be launching our GCSE programmes for the first time.

Ark Soane seeks to redefine what is possible in education. Our model is “simplicity delivered expertly”: by delivering an immaculately planned and highly academic curriculum exceptionally well; and by providing our students with a compelling aspiration-raising ethos we seek to transform the future of students in a highly deprived community.

Behaviour at Soane is exemplary enabling you to deliver exceptional lessons. Students are entirely bought-in to the values and ethos of the school and know that they are fortunate to attend a school where the quality of education is exceptional and where love, warmth, respect and the highest standards permeate every interaction. Students are a pleasure to teach and you can always expect a “thank you” when students leave your classroom.

We are a community of professionals learning together who believe we can all become exemplary teachers. We have a truly open-door culture where frequent low-stakes feedback is the norm. We value the input of all of our staff and collaborate to ensure the academy continues to improve as it expands. We frequently host teams of domestic and international educators who come to learn from us and help us shape our provision.

Ark Soane Academy is part of Ark, one of the UK’s most successful school groups, with a network of 39 schools in 4 locations across the country.

As a proud member of the network, we offer:

- Twice as many training days as standard
- Weekly staff training designed to meet the needs of the school
- Coaching for every teacher
- Protected co-planning time
- Access to high-quality, regular professional development
- Opportunities to collaborate with colleagues across the network.

### The role:

We are recruiting an exceptional team of staff to support the next stage of development of a genuinely transformational school. We are looking for candidates who are able to demonstrate the highest expectations of student effort and conduct and are able to do so with kindness and warmth.

As the Data and Exams Manager, you will play a crucial role in managing the school’s data integrity, reporting and analysis. You will support the Senior Leadership Team to make data-based decisions that have a real impact on student achievement.

The successful candidate will have the opportunity to grow with the school. They will be supported in their development and preparation for future roles. We will develop every staff member that joins our team, providing one-to-one support, coaching and mentoring and access to extensive network training.

### You will:

- Share the Ark Soane beliefs, vision and mission and be aligned with the Ark six pillars underpinning it
- Be committed to Ark’s ethos of high expectations for every student in both academic achievement and personal development
- Manage behaviour effectively to create a positive, calm and purposeful climate for learning
- Have the drive, skills and resilient character required to help develop a new school
- Be reflective about the Academy and committed to securing its continued development
- Value and support practices driving continued progress across the network of Ark schools



# Job description

## Key Responsibilities

### Data Collection and Management

- Be responsible for data integrity, including: attendance, reporting, census returns, admissions/leavers, exclusions, student and staff details and assessment results
- Maintain relevant databases to ensure that they are up to date and fit for purpose
- Report and follow up on any inconsistencies with systems or data
- Provide training to members of staff on the use of school information systems
- Support staff with collection and analysis of data
- Work with external providers to ensure that data integrity is maintained and effective use of student / staff data
- Liaise with senior leaders to ensure compliance with GDPR regulations

### Reporting & Examinations

- Provide data and reports, as requested for the Principal, SLT, Ark Central, staff, students and parents regarding assessment information
- Analyse data and provide reports on key school performance metrics including; attendance, behaviour and assessment
- Monitor, organise and assist the examination process
- Provide Senior Leadership with high quality data and analysis to help set targets for students, and report on assessment results, highlighting any areas of concern
- Provide staff with assessment and target information for students
- Manage the academy's annual reporting process, ensuring students and their families receive regular and timely academic feedback
- Ensuring that exam policies and procedures are compliant with JCQ regulations.
- Lead the administration of exam entries, including home languages



### Other

- Actively promote the safety and welfare of our children and young people.
- Ensure compliance with Ark's data protection rules and procedures.
- Liaise with colleagues and external contacts at all levels of seniority with confidence, tact, and diplomacy.
- Work with Ark Central and other academies in the Ark network, to establish good practice throughout the network, offering support where required.

This job description is not an exhaustive list, and you will be expected to carry out any other reasonable tasks as directed by your line manager.

For more information about our school, please visit: [www.arksoane.org](http://www.arksoane.org). To arrange a confidential conversation with the Principal about this role, please contact Secretta Clarke at [HR@arksoane.org](mailto:HR@arksoane.org) or phone 020 81615579.

*Ark is committed to safeguarding and promoting the welfare of children and young people in our academies. In order to meet this responsibility, we follow a rigorous selection process which will include questions about safeguarding. This process is outlined [here](#) but can be provided in more detail if requested. All successful candidates will be subject to an enhanced Disclosure and Barring Service check.*



# Person specification



## Qualification criteria

- Qualified to degree level or equivalent
- Maths and English GCSE at grade C or above (equiv)

## Knowledge, Skills and Experience

- Experience of working in a similar role in a school environment (desirable)
- Excellent data analysis skills, advanced Excel skills, and comfortable working with and manipulating large sets of data
- High level of proficiency with management information systems
- Able to manage several projects at once, prioritising accordingly to meet deadlines
- Able to take ownership of tasks and work with minimal supervision
- Excellent verbal and written communication skills

## Personal Characteristics

- Genuine passion for and a belief in the potential of every pupil.
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- A robust awareness of keeping children safe, noticing safeguarding and welfare concerns, and you understand how and when to take appropriate action
- Belief that every student should have access to an excellent education regardless of background
- Professional outlook, detailed orientated and able to multitask and meet deadlines
- A team player that can work collaboratively as well as using own initiative
- Calm and professional under pressure
- Understanding of the importance of confidentiality and discretion
- Flexible attitude towards work and demonstrates sound judgement

## Other

- Right to work in the UK.
- Commitment to equality of opportunity and the safeguarding and welfare of all students.
- Willingness to undertake training.
- This post is subject to an enhanced DBS check.

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*Ark is committed to safeguarding and promoting the welfare of children and young people in its academies. To meet this responsibility, its academies follow a rigorous selection process to discourage and screen out unsuitable applicants.*

*Ark requires all employees to undertake an enhanced DBS check. You are required, before appointment, to disclose any unspent conviction, cautions, reprimands, or warnings under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar you from employment - this will depend upon the nature of the offence(s) and when it occurred. To read more about Ark's safer recruitment process, please click this link.*





Ark Soane  
Academy

**Ark Soane Academy**  
Gunnersbury Lane, London W3 8EA  
☎ +44 (0)20 81615567  
✉ [info@arksoane.org](mailto:info@arksoane.org)  
🌐 [arksoane.org](http://arksoane.org)  
🐦 [@ArkSoaneAcademy](https://twitter.com/ArkSoaneAcademy)