

# Support Staff Applicant Pack

Data and  
Exams Manager  
Start date 2nd June 2025



# Welcome to our school

Dear Applicant,

Thank you for expressing an interest in a vacancy at Derby Cathedral School.  
On behalf of the whole school community, I extend you a very warm welcome.

I am really proud to be the Headteacher of a relatively new school for the city of Derby.

Derby Cathedral School is the first ever Church of England Secondary School in the Derbyshire Diocese. The 11-19 secondary school was established jointly by the Derby Diocesan Academy Trust (DDAT) and Derby Cathedral. The principle aim of the school was to help meet the need for additional high-quality secondary places in the Derby area. The school has had a successful start and is currently over-subscribed for every year group. We have welcomed an additional year group every year until reaching capacity in September 2024 including a sixth form provision which opened in September 2023.

Our aim is to be an outstanding school for our community with high aspirations for all of our students both academically and socially no matter what their starting point. As a school based on Christian values, we celebrate the diversity in our city and welcome students of all faiths and none. Our FAITH (fellowship, aspiration, integrity, tenacity and humility) values are a thread that runs through all aspects of school life.

Derby Diocesan Academy Trust (DDAT) are committed to Safer Recruitment practices and use a variety of methods throughout the selection process to ensure we are satisfied with candidate's suitability working with children within our schools. Upon offer of employment, we will apply to the Disclosure and Barring Service (DBS) for an enhanced disclosure which will give details of a person's criminal record.

Please also note that if you have lived anywhere outside of the UK since the age of 18, you will require a certificate of good conduct from all the countries of residence.

Please do take some time to read the key information below about our vision for the school and this post. Further, more detailed information can be found on our school website.

The next few years will be a very exciting time as we grow and develop together and we are looking for staff with a flexible approach and a desire to be part of an excellent new educational provision.

*Jenny Brown*  
Headteacher

# School Vision



Derby Cathedral School is a Christian community that welcomes students, families and visitors of all faiths and none. The diversity and richness of such a family brings depth and a vibrancy to our core.

Students of Derby Cathedral School are given every opportunity and challenged to be the best that they can be, demonstrating FAITH in all they do.

- **Fellowship** Collaborating with others, we treat everyone with respect, dignity and kindness.
- **Aspiration** We are ready to learn and grow, striving to be the best that we can be in every aspect of our lives.
- **Integrity** We demonstrate fairness, equality and honesty.
- **Tenacity** We are determined and resilient when faced with challenges.
- **Humility** We are gracious, calm and understand the importance of forgiveness.

All students will be well prepared for their next step into future education, training and employment. They will be happy, healthy, confident, life-long learners who 'experience life in all its fullness'

(John 10:10)

# Job Description

## Job Details

**Job title:** Data and Exams Manager

**Reports to:** Assistant Head – Pupil Progress / DDAT Data Lead

**Hours of work:** Full time – 37 hours per week - Term time plus 4 weeks  
Monday to Thursday: 8am – 4pm  
Friday: 8am – 3.30pm

**Salary:** NJC Scale SO1 Points 23-25  
(will be reduced pro-rata for term-time plus 4 week contract)

**Job purpose:**

- Managing all data required by the school for external and internal use
- Maintenance of accurate assessment and reporting data within the schools MIS database
- Oversee all school MIS systems including Bromcom, Parentpay and Biostore.
- Provide administrative and clerical support for all aspects of business services, but specifically within all student and staff data, assessment and recording
- Responsibility for the exemplary maintenance of student records in line with GDPR.
- Overall responsibility for the effective running and administration of all public examinations and to liaise with teacher, students, parents and examination boards in respect of examination requirements, entries result and communications, ensuring that the school adheres to all awarding bodies' regulations
- Overall responsibility for the running of all internal and external exams

# Job Description

## Main duties and responsibilities:

### Data Assessment and Recording

- Support the transition of new students to the school through the securing and inputting of personal and academic information
- Be first point of contact for teacher and SLT members regarding attainment input queries, data collection and associated record keeping
- Administer the accurate and timely entry and arrangement of internal and external examinations at the school
- Manage the secure receipt, storage and despatch of examination papers / coursework for all formal examinations
- Administer and manage the creation and deployment of regular school reports to parents
- Maintain the school's MIS modules to ensure accurate information, relating to personal, academic, admissions and other relevant aspects, is held on each student
- Responsibility for the setup, maintenance and support of behaviour tracking tools
- Providing staff training and literature specific to the staff and schools use of MIS software
- Responsibility for the setup, maintenance and support of pupil assessment trackers within the schools MIS software
- Ensuring the assessment data held on pupils is accurate and complete
- Analysis of academic assessment data to produce reports on progress, effort and behaviour on individual pupils and cohorts of pupils at times set out in the assessment calendar
- Setting up and management of systems for tracking the progress of pupils at each key stage
- Setting up and maintenance of subject specific mark sheets in line with the schools policy
- Preparation of all school pupil census return submissions
- Manage the production of annual reports and interim reports on the progress of all the pupils in the school
- Ensure the year 7 intake's KS2 data is complete and accurate and imported to the system using DfE supported data sources
- Support the administration and arrangement of regular parents evenings and half termly performance review meetings with parents
- Provide supporting documentation for regular pastoral and departmental meetings
- Provide information relating to attainment, achievement and attendance to managers and senior leaders in the organisation to support the analysis of academic performance
- Assisting with the production of information requested by external bodies
- Collating data and disseminating appropriate and specific data for teachers, tutors, pastoral leaders and teams

-continued next page-

## Main duties and responsibilities – continued

### Timetable Support

- Support the school in the update of timetable changes
- Prepare a new academic year calendar using the schools MIS
- Set up and maintain registration groups, allocate student memberships, tutors and pastoral leaders using the schools MIS
- Update and apply periodic and casual changes to courses, teachers and rooms
- Input of all relevant data to facilitate timetable construction and changes such as options
- Communicate timetable changes to all staff and students

### Exams and School Administration

- Oversee and manage the Exams Officer and Exams Invigilators
- Report to the School Business Manager, the cost analysis of all examinations for the academic year
- Acquire and maintain an active knowledge of the examination system, exam board regulations, concepts and principles and any changes which occur within the examination field
- Support the maintenance and review of schools examination policies in line with regulatory, national and exam board requirements and amendments
- Ensure the planning and publication of each year to staff, parents and students the exams schedule encompassing internal and public examinations

- Ensure liaison with examination boards regarding all aspects of policy relating to exam regulations and update schools policies accordingly.
- Ensure the systems to be used for exam entries and for the receipt, recording and issuing of results and certificates are working effectively and reviewed on a regular basis
- Be the schools principle link with exam boards and external colleagues following up queries from subject leads and Headteacher regarding exam related issues, disseminating to relevant staff any literature regarding exams or syllabuses sent by exam boards
- Ensure liaison with subject leads and Headteacher regarding all exam entries and the timetable by which entries must be made
- Liaise with appropriate staff including the SENDCo to ensure the administration of access arrangements is in place
- Ensure exam entry statements are received, checked and distributed to students making and submitting any amended entries to the exam boards
- Manage the receipt of exam results on results day, analyse all results and prepare for the Headteacher as instructed. Organise and distribute the results to students and the relevant summaries and data to the SLT and subject leads
- Maintain up to date manual and computerised records using the MIS if required

-continued next page-



## Main duties and responsibilities – continued

- Undertake and follow specified administrative procedures and processes in a professional manner
- Participate in training and professional development opportunities as required to fulfil the role
- Carry out all duties with due regard to confidentiality and data protection regulation
- The postholder will adhere to the school's safeguarding policy which safeguards and promotes the welfare of children
- To undertake such additional duties as are reasonably commensurate with the level of this post

### Other duties

- To assist with the efficient running of the office and undertake general office duties/ assisting as required with Student Services, Medical, Reprographics and ordering equipment and resources when needed.
- Maintain clear expectations, high standards of professionalism and collaboration to meet the School Improvement Plan priorities.
- Participate in any school staff review/ performance management processes involving identifying and meeting training needs for self and others.
- Contribute to school policies as appropriate and ensure there are copies available for staff.

# Job Description

## Person specification

	Essential	Desirable
<b>Qualifications and training</b>	<p>The successful candidate will have:</p> <ul style="list-style-type: none"><li>• At least five A*-C GCSEs, including English and Mathematics.</li></ul>	<ul style="list-style-type: none"><li>• Have relevant Data Management / Exams training</li><li>• An Enhanced DBS</li><li>• An up-to-date first aid certificate.</li></ul>
<b>Experience</b>	<p>The successful candidate will have experience of:</p> <ul style="list-style-type: none"><li>• Previous experience as a Data Manager</li><li>• Using computers for office administration.</li></ul>	<ul style="list-style-type: none"><li>• Experience working within a school or educational setting.</li><li>• Experience as an Examinations Officer</li></ul>
<b>Knowledge and skills</b>	<p>The successful candidate will:</p> <ul style="list-style-type: none"><li>• Be adept at problem-solving, including being able to identify and resolve issues in a timely manner.</li><li>• Possess strong interpersonal skills.</li><li>• Be able to communicate clearly, both written and orally.</li><li>• Effectively read and interpret information, present numerical data in a resourceful manner, and gather and analyse information.</li><li>• Be organised, accurate and thorough in their work.</li><li>• Be dependable, able to follow instructions and respond to management directions.</li><li>• Have good working ICT knowledge including Microsoft Office.</li></ul>	



## Person specification – continued

	Essential	Desirable
<b>Knowledge and skills – continued</b>	<ul style="list-style-type: none"> <li>• Have a willingness to extend skills through appropriate training.</li> <li>• Have the ability to record and analyse data using different systems.</li> <li>• Understand the importance of confidentiality and the Data Protection Act 2018 and GDPR.</li> </ul>	
<b>Personal qualities</b>	<p>The successful candidate will be:</p> <ul style="list-style-type: none"> <li>• Committed to promoting high quality and consistent practices.</li> <li>• Dedicated to their professional development and achieving desired qualifications.</li> <li>• Able to plan and take control of situations.</li> <li>• Committed to contributing to the wider school and its community.</li> <li>• Capable of handling a demanding workload and successfully prioritising work.</li> <li>• Professionally assertive and clear thinking.</li> <li>• A good team player, with the ability to also work using their own initiative.</li> <li>• Willing to go the extra mile.</li> <li>• Able to quickly adapt to changes.</li> </ul>	

**As per the updated guidance in Keeping Children Safe in Education 2024, online checks will be carried out on all shortlisted candidates eg Google search, Social Media platforms etc.**

### Job Review

The details contained in this Job Description reflect the content of the job at the date it was prepared. However, it is inevitable that over time, the nature of the jobs may change. The content is not exhaustive and will be subject to periodic review. It may be amended to meet the changing needs of the school. Existing duties may no longer be required and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the School will expect to revise this Job Description from time to time and the post-holder will be expected to participate in this process and we would aim to reach agreement on any changes.