**DDAT Advert Request Form**

Please email over any completed advert requests to [hr@ddat.org.uk](mailto:hr@ddat.org.uk) along with the job description, person specification and any other supporting documents for us to post on our website.

Please answer the following couple of questions to assist prior to advertising:

1. If this advert is a new position in school, or if there has been changes made to the Job Description/Person specification to previously, has this role been evaluated by the DDAT HR team? **N/A**
2. If this is a variation to the staffing structure approved within the original budget plan, has finance approval been sought and HCSS been updated accordingly? **N/A**

|  |
| --- |
| If you answered no or not applicable to either of the above questions, please provide further detail here:  To replace J Ridley who has resigned. |

**Advert details**

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**Job Title: Data and Exams Manager**

**Location: Derby Cathedral School**

**Contract Type:** Permanent

**End date: n/a**

**Salary: NJC Scale S01 Point 23-25 £33,366 to 35,235 fte (will be reduced pro-rata for term-time plus 4 week contract)**

**Hours per week: 37 hours per week (Mon to Thurs 8am to 4pm, Friday 8am to 3.30pm)**

**Weeks per year: 39 + 4 weeks in school holidays**

**Start Date: 2nd June 2025**

**Age Range:** *KS3, KS4 and KS5*

**NOR:** *1260*

**Data and Exams Manager**

*Join our thriving Church of England secondary school in the heart of Derby*

The Role

We're seeking a passionate and skilled Data and Exams Manager to join our successful Data and Examinations team. This is an exceptional opportunity to be part of a growing school that opened in 2018 and now serves over 1,200 students across Years 7-13.

Key Responsibilities:

* Manage school data and MIS database maintenance
* Administer and coordinate all public examinations
* Maintain comprehensive and accurate student records
* Produce detailed academic performance reports and analyses
* Serve as primary liaison with examination boards and external stakeholders

About Us

Derby Cathedral School is the Diocese's first Church of England Secondary school, housed in a state-of-the-art building since September 2021. Our curriculum and FAITH values create a foundation for outstanding personal development and academic achievement.

What We Offer

* Modern, purpose-built facilities in Derby city centre
* Free on-site parking
* Free on-site gym
* Westfield Health employee assistance programme
* Annual flu jab
* Supportive professional development
* Opportunity to shape a growing department

Location

Derby offers an exceptional quality of life, situated just 15 minutes from the M1 and on the doorstep of the Peak District National Park. The city combines urban amenities with easy access to stunning countryside, making it one of the UK's top places to live.

Key Details

* Start Date: 2nd June 2025
* Closing Date: 23rd April 2025
* Interviews: w/c 28th April 2025
* Application: Please complete the DDAT application form via the TES website

Derby Diocesan Academy Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. We particularly welcome applications from under-represented groups including ethnicity, gender, transgender, age, disability, sexual orientation or religion.

Join us in shaping the future of education in Derby. Apply now to be part of our success story.

**Safeguarding Commitment**

Derby Diocesan Academy Trust is committed to safeguarding and promoting the welfare of children and young people. We welcome applications from all backgrounds, particularly underrepresented groups. All appointments are subject to satisfactory references, online checks, and enhanced DBS clearance.

Join us in shaping the future of education in Derby—apply today and become part of our success story!