



United Learning
The best in everyone™

Briefing Pack for Applicants

Data and Exams Officer

August 2025

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Section 1 – Post Advertisement

Job title:	Data and Exams Officer
Location:	Sheffield Springs Academy, Hurlfield Road, Sheffield, S12 2SF
Starting salary:	FTE £36,055 per annum, actual pro rata salary of £35,098.16
Contract:	Full-time 37.5 hours per week, Term Time (plus five weeks)
Start date:	As soon as possible

We are seeking to appoint an experienced and dedicated individual to the role of Data and Exams Officer at Sheffield Springs Academy.

The main purpose of the role is to support the Data and Exams Manager in maintaining the effective running of the Data, Exams, Assessment and Records functions, by providing full administration and high-level support.

This is an excellent opportunity to join an Ofsted rated 'Good' academy. The academy is part of United Learning, a national group of schools and academies. Sheffield Springs Academy is an 11-16 school. As part of United Learning our aim is to bring out 'the Best in Everyone' and we continuously strive to ensure that students and staff have every opportunity to succeed, with their potential developed to the utmost.

United Learning is one of the largest and most successful Trusts in the country who offers unrivalled Continuing Professional Development (CPD) and training, including opportunities for nationwide networking.

The city of Sheffield itself is a vibrant place to live and work with two universities and a range of entertainment opportunities alongside the access to the Beautiful Peak District. Quality of life is routinely ranked very highly and it is one of the greenest cities in Europe: [Welcome to Sheffield](#)

We will offer you:

- Highly competitive pay above national average.
- Term Time (plus 5 weeks)
- An additional day's paid leave awarded per annum.
- Excellent facilities and resources.
- Access to an outstanding professional development programme.
- A respectful working environment.
- Supportive, friendly colleagues who are committed to each other's professional development.
- A chance to become part of United Learning, one of the largest groups of academies in the country.
- Opportunities to work collaboratively with colleagues in each academy across the Cluster and United Learning.
- Excellent employee benefits which include a highly sought-after pension scheme with high employer contributions.
- Access to training through the Apprenticeship Levy.
- Access to Westfield Rewards with discounts across a variety of retailers and service providers.
- Access to the corporate Health Cash Plan which includes a range of health benefits including an Employee Assistance Programme (EAP).
- Free on-site parking.
- We encourage open and regular conversations about work-life balance.

We are looking for:

- An experienced line manager with excellent communication and team building skills.
- Ability and confidence to coach and mentor colleagues.
- A professional with validated operational services experience.
- Experience of developing a high-quality administrative service.
- Strong problem-solving capabilities.
- Ability to present operational proposals in a simple and effective way to senior internal collaborators.
- Good collaborator skills, including an ability to set expectations and balance conflicting demands.
- Report writing and presenting to a variety of audiences.
- Excellent IT skills.
- Ability to effectively contribute to the review and development of policies and procedures.
- You must have good organisational skills and a keen eye for detail.
- Ability to adapt to changing and diverse workload with autonomy and resilience.
- Demonstrate a positive, proactive and professional approach at all times.

Please see the job description and person specification for further detail.

To apply, please click the 'Apply Now' button at the top of the advert on our website using the following link to our vacancies page: [Sheffield Springs Academy Vacancies](#) and complete our online application form. Please note that CVs are not accepted. **The closing date for this post is midnight on the 21 September 2025. Interviews will take place soon after.**

If you would like to discuss this exciting opportunity, please contact hr@unitedlearningyorks.org.uk

United Learning is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Employees will, in accordance with statutory guidance, be subject to a comprehensive checking process including references from current and previous employers, health, Right to Work in the UK, an Enhanced DBS check and a further check against the appropriate barred list.

Section 2 – United Learning

The Yorkshire Cluster is part of United Learning which is a large and growing group of schools aiming to offer life changing education to children and young people across England.

Our schools work as a team and achieve more by sharing than any single school could. Our Subject Specialists, Group-wide Intranet, our own curriculum and online learning portal all help us to share knowledge and resource, which supports simplifying work processes and managing workloads for an improved work-life balance.

As a Group we can reward our staff better, we provide good career opportunities, better pay, employee benefits and ultimately, the satisfaction of helping children to succeed. We invest in our staff wellbeing. Our academies each have at least eight INSET/training days per year (with three of those solely dedicated to planning) and an ongoing group-wide wellbeing programme. It is an ethos we call 'the Best in Everyone'.

We are working hard to become a more diverse organisation, which is key to our commitment to bringing out 'the Best in Everyone'. We welcome applications from everyone committed to this ethos and would particularly welcome applications from black and minority ethnic candidates who are currently under-represented in the Group as a whole. We always appoint on merit. We are open to discussing flexible working options.

<https://unitedlearning.org.uk/>

Section 3 – Letter from the Regional Director

Dear Candidate

Thank you very much for your interest in the role within the Yorkshire United Learning Cluster. The cluster itself is a close-knit group of three Secondary Academies: Barnsley Academy, Sheffield Park Academy and Sheffield Springs Academy, who work alongside a number of local Primary Academies; all from within the United Learning Trust.

The cluster is well-established and has excellent support from locally based cluster central services. These cover Business Management, HR, IT and Site/Estate Facilities. They are led by an Executive Business Manager. This provides our Academies with excellent trained advice and support in these areas; this benefits the leadership and wider staff of every Academy.

United Learning Trust is a national organisation serving Primary and Secondary Academies, all-through Academies and Independent Schools. Our ethos is, “the Best in Everyone”. This is a useful phrase that sums up the work and focus of the organisation. Every decision taken is done with this aim in mind: for staff, for students and for the community. The Trust values of Respect, Determination and Ambition are driven through the Character Programme, which each Academy has carefully interpreted in their own way. The Trust attributes of Creativity, Confidence and Enthusiasm are demonstrated at every level.

United Learning, and Academies within the Yorkshire Cluster, demonstrate a strong commitment to staff CPD and staff wellbeing. If you join our schools you will be inducted, supported and developed in a deliberate way from before you even take up post. Our status as an Academy Trust enables highly competitive rates of pay progression and our employee schemes, such as our Westfield Health benefits package, are an attractive feature of employment.

Above everything, we put young people first and seek to recruit adults who share this view. We work with students, parents and families to provide a structured, supportive experience that enables them to achieve as well as they possibly can and become excellent scholars and rounded individuals. We insist on classrooms and corridors that are respectful, orderly places where everyone is expected to display positive and mature attitudes.

Applying for a new job is a huge investment of time and emotional energy. The recruitment decision has to be right for employee and employer. I would encourage you to seek out any information you need in order to make the important decision to apply and we welcome visits to our schools in advance of applications wherever this might be helpful.

I do wish you the very best with your application and thank you again for considering us.

Best wishes,

Laura Moore
Regional Director
United Learning

Section 4 – Letter from the Principal of Sheffield Springs Academy



Dear Candidate

Thank you very much for your interest in the role at Sheffield Springs Academy. The school itself is a fantastic place to work and a brilliant place to learn. Our values are respect, excellence, ambition and pride; if you join our academy, you will see these demonstrated in all aspects of academy life and by all members of our wonderful team.

The team

I am extremely proud to be the Principal of Sheffield Springs Academy, I have worked at the academy for over 15 years and many colleagues have been here longer than this still; I believe this shows the team ethos and community-feel of our academy. The team are deeply invested in our students and new employees are warmly welcomed into this team.

Where we are and where we're going

Sheffield Springs Academy is an outward-facing school, learning from outstanding schools both within the group and beyond. We are unapologetic about our high standards and unashamedly ambitious for all our students and our staff team, we are embarking upon a journey towards becoming a great school. As part of this journey, we are creating an academic culture that is warm, disciplined and joyful and ensures impeccable behaviour. We aim for a culture that means teachers can teach and students can develop their knowledge.

We are committed to staff wellbeing and have a wide-reaching wellbeing programme in place, we listen to the views of our staff team and we strive to make Sheffield Springs a brilliant place to work. We hold celebration briefings, ensure early finishes on INSET days, have a realistic marking policy, calendar in meeting-free-weeks and host a range of wellbeing activities to make sure staff have the time and support they need to fully support our pupils.

Location

Our academy is located at one of Sheffield's highest points, with incredible views across our catchment area directly to Stanage Edge, Hathersage and beyond into the Peak District. We are less than 30 minutes from the beautiful Peak District National Park, only 15 minutes away from the M1 motorway network and just a 5-minute walk to the nearest Supertram stop which provides efficient links to all areas of the city. Sheffield is a vibrant and diverse city; we are incredibly lucky to be in such a fantastic location which offers so much.

Applying for a new job is a huge investment of time and energy. I would encourage you to seek out any information you need in order to make the important decision to apply and I welcome visits to our school in advance of applications wherever this might be helpful.

I wish you the very best with your application and thank you for taking the time to consider Sheffield Springs Academy as a place of employment.

Best wishes,

Claire Cartledge
Principal
Sheffield Springs Academy

Section 5 – Job Description



Job Description

Post title	Data and Exams Officer
Salary	Band 3
Responsible to	Data and Exams Manager
Responsible for	Responsibility for exam invigilators.
Role purpose	To be the key support to the Data & Exams Manager to maintain the efficient running of the Data, Exams, Assessment and Records functions by providing the full range of administration, analysis and high-level support. To lead the coordination of external exams and assessment and to ensure records reflect stored data.
Relevant qualifications	<ul style="list-style-type: none">• Relevant qualification is desirable• Experience within an education setting is desirable.

The postholder must, at all times, carry out their duties and responsibilities within the spirit of United Learning and academy policies and procedures, and within the legislative framework applicable to academies.

Role Summary

To be the key support to the Data & Exams Manager to maintain the efficient running of the Data and Examinations service by providing the full range of administration, analysis and high-level support. To lead the coordination of external exams and assessment and to ensure records reflect stored data.

Key Responsibilities

Although not an exhaustive list the following gives an indication of the role and associated responsibilities.

Harmonisation of Exams Policy and Process

- Compliance of the JCQ regulations
- Production and ongoing maintenance of any written policies/processes required by the JCQ Regulations
- Administration of the Academies Examinations policy

Line Management of Exams Invigilators

- Responsible for the induction and on-going training of invigilators
- Responsible for the organisation and deployment of invigilators

Mock Examinations

- Collate information from subject leaders with regards to exam requirements

- Construct all examination timetables, organise exam rooms, seating plans and distribution of papers.
- Construction of invigilation timetables
- Be on call during examinations to ensure proper conduct and deal with any issues that arise.

External Examinations

- Ensure all candidates are registered on the correct course by the specified deadline.
- Ensure the correct submission of unit entries where required.
- Enter all unit results and ensure that certification claims are processed at the appropriate time, in conjunction with subject leaders.
- Organise the administration of all coursework tasks, module tests, etc. in conjunction with Subject Leaders
- Communicating, liaising with Exam Boards and Subject Leaders as required – dealing with communication, syllabuses, regulations, circulars etc.
- Ensure that candidates are informed of examination regulations and procedures
- Provides and confirms detailed data on estimated entries, in conjunction with subject leaders
- Supervise the completion and despatch of all coursework/non-examined assessment marks
- Packing and despatch of all coursework samples to moderators ensuring that the correct paperwork is completed in all cases
- For speaking tests, arrange for external examiners to conduct the tests if required
- Collation of information to produce a composite examination timetable for students
- Ensure the submission of entries to the relevant Boards via A2C, and send amendments as required
- To sort out clashes and make appropriate provision for students
- Communicate details of entries and seating arrangements to students
- Support the SEN Co-ordinator in the organisation of access arrangements.
- To be responsible for examination stationery

During Examinations

- Be in attendance at the beginning and end of all examinations to ensure entry and exit of students is in line with examination board regulations
- Receives checks and stores securely all examination papers, stationery and associated items
- Organise examination rooms, seating plans, invigilation timetable, and distribution of papers
- Ensure suitable arrangements are made for registration of candidates
- To report any occurrences of actual or suspected malpractice to the Senior Assistant Principle and gather the relevant reports and evidence
- At the end of each examination, check the scripts, pack, and label and ensure dispatch
- Completion of validated special consideration forms

After Examinations

- Be in attendance on the day the centre is notified of results, to download results and prepare the necessary documentation for sharing with students.
- To set out the collection points for students to collect their exam results from and assist with collating the results slips into envelopes ready for collection
- To deal with any queries and appeals that may occur when the examination results have been issued.
- To provide an Examination Results Service as defined in the Exam Policy
- Arrange for the distribution to candidates of all examination certificates

Other External Examinations

- Administer any other external examinations that may be required, in accordance with the regulations thereof and in the same way as for GCSE exams

Other Internal Assessments

- Order papers and arrange for invigilators if required

- Construct all examination timetables, organise exam rooms, invigilators, seating plans and distribution of papers
- Assist with administration of tests
- Arrange mop-up sessions for absentees
- Ensure all new students have undertaken internal assessments within a reasonable time of their joining date
- Ensure results when received are fed onto the Data and Examinations Manager for processing

General

- Deal with enquiries from former students about results, via telephone, post or e-mail
- Undertake any other duties as specified by the Data & Exams Manager or the Senior Leadership Team.
- General administration duties
- Training and monitoring of new invigilators
- Ensure GDPR compliance and training needs are maintained

Data Assistant

- Assist with data entry as directed by the Data and Examinations Manager
- Assist with inputting of general data into the Arbor MIS.

Safeguarding

- Undertake regular safeguarding training as required
 - Ensure that statutory and Ofsted requirements for Safeguarding are met
 - Promote the safeguarding of young people
- Work collaboratively with other data and examination officers across the cluster.

United Learning are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The successful candidate will be required to apply for an Enhanced DBS disclosure.

Information

The need to adapt working hours around the business need of the academies and Cluster is an expectancy of the job role. This role may involve occasionally working out of hours in order to ensure operational objectives are achieved.

The information contained above is to help staff understand and appreciate the work content of their post and the role they are to undertake in the organisation. However, it should be noted that whilst every effort has been made to outline all duties and responsibilities, a document such as this does not permit every item to be specified in detail. Broad headings have therefore been used in which case all the usual associated duties are included in this job description.

This job description will be reviewed annually as part of the performance management process and may be subject to amendment or modification at any time after consultation with the postholder. Elements of this job description and changes to it may be negotiated at the request of either the postholder or the incumbent of the post.

I accept my job description and job title as detailed above.

Name (print)	
Sign	
Date	

Section 6 – Person Specification



Person Specification

Post title	Data and Exam Officer
Salary	Band 3

Education and Qualifications	Essential	Desirable
Excellent Literacy and numeracy – GCSE Maths and English (grade C or above) or equivalent.	X	
Further / Higher Education		X
A relevant degree		X
Maths at A-level/degree level		X
Data relevant qualifications		X
Experience	Essential	Desirable
Experience in a data driven role with responsibility for this function.	X	
Previous role in an education environment	X	
Experience of working with young people.	X	
Experience of data manipulation, analysis and reporting at a senior level, which may have been gained in public or private sector establishments.	X	
Knowledge and Skills	Essential	Desirable
Good written and oral communication skills to a wide range of personnel.	X	
Excellent IT skills, including a good knowledge of Microsoft Excel	X	
Flexible and able to accept multitasking.	X	
Good written and verbal communication skills.	X	
Outstanding analytical skills, attention to detail and a practical approach to problem solving .	X	
Ability to work under pressure, managing own workload to tight deadlines	X	
Ability and confidence to mentor colleagues.	X	
Ability to maintain efficient record keeping systems	X	
Ability to take personal responsibility for organising day to day targets	X	
Awareness and adherence to the Data Protection Act, GDPR and the Freedom of Information Act.	X	
Knowledge of Arbor		X
Teamwork	Essential	Desirable
Recognises the contribution and achievement of colleagues.	X	

Keeps colleagues, stakeholders and/or customers informed of progress.	X	
Treats others fairly, openly and consistently.	X	
Expresses disagreement or challenges views calmly, constructively and tactfully.	X	
Supports and co-operates with colleagues.	X	
Personal Attributes	Essential	Desirable
High levels of discretion, confidentiality, and awareness of Data Protection.	X	
High levels of personal and professional integrity.	X	
A facilitative approach to problem-solving and a 'can do' mindset.	X	
Good written and verbal communication skills.	X	
Ability to prioritise, multitask and manage workloads while maintaining a flexible response to urgent requests.	X	
Good interpersonal skills and ability to work with stakeholders at all levels.	X	
Organised and good attention to detail.	X	
Maintains high standards and takes initiative to make things better.	X	
Make recommendations for improvements to enhance quality of service.	X	
Ability and willingness to travel regularly to locations within the cluster.	X	
Ability to drive and the use of a vehicle is advantageous.		X

Section 7 – The Appointment Process

These notes are intended to guide you when making an application.

The Application Form

The application form is accessible via the 'Apply' link on the job advertisement. Please complete the application form neatly, fully and accurately, including exact dates. You are requested to submit a concise application. CVs are not accepted.

Education and Training

State your qualifications and any training you have undertaken relevant to the post.

Present Appointment

Make it clear what your present post is, which establishment you work in and who your employer is.

Previous Appointment

When completing this section it is important that you offer a continuous record, or an explanation of any gaps to allow full account to be taken of your experience, for example, child raising, voluntary work.

Referees

Suitable referees are people who have direct, recent experience of your work and who are in responsible positions. References will be taken if the candidate is successfully short-listed for interview. We may need to contact them at short notice so please be specific with regard to contact addresses including e-mail and telephone numbers.

The Supporting Statement

The supporting statement is regarded as a very important part of your application. You should make statements that demonstrate how your qualifications and experience match the post.

Arrangements for Interview

Shortlisted applicants will be contacted as soon as possible after the closing date. Referees are contacted prior to the interview stage for teaching and support staff posts. We would ask that all shortlisted applicants read the safeguarding information on the academy website/s prior to attending the interview.

The Interview

Candidates will be invited to interview at the academy during which time they will have the opportunity to meet staff and students and see the academy at work.

Feedback

Feedback is offered to those candidates who are shortlisted, interviewed and not recommended for appointment. It is hoped that this information will help you with future applications.

Section 8 – Visitors/Contacts

The academy is located in a thriving town close to the beautiful Peak District



Sheffield Springs Academy

The best in everyone™

Part of United Learning

Sheffield Springs Academy
Hurlfield Road
Sheffield
South Yorkshire
S12 2SF

Website: www.sheffieldsprings-academy.org

Email: enquiries@sheffieldsprings.org

Telephone: 0114 2392631

Sheffield Springs Academy is an 11-16 secondary school and is Ofsted rated 'Good'. As part of United Learning, our aim is to bring out 'the Best in Everyone'. Our values are Respect, Excellence, Ambition and Pride, and these are demonstrated in all aspects of academy life by all members of our wonderful team.