



**St Cuthbert's
Catholic High School**

Live life in all its fullness

Data, Assessment and Exams Officer

Application Pack

July 2025

**MORE THAN
A SCHOOL**





July 2025

Dear Applicant

A warm welcome to St. Cuthbert's. It is a privilege to introduce myself as Headteacher of St. Cuthbert's Catholic High School. Let me start by thanking you for your interest in St Cuthbert's Catholic High School. My colleagues on the Governing Body and I are delighted you are considering making an application for the post of Data, Assessment and Exams Officer **to commence in September 2025**.

We are a Catholic 11-16 High School in the heart of the community and wonderful things happen at our school every day. Our school has a rich, exciting, broad and balanced curriculum which is expertly sequenced to get the very best from our students. Our teaching and learning is high quality and research-led, and our Pastoral support ensures that all of our children are happy, safe and cared for.

At St. Cuthbert's we challenge our whole school family to live out our core values (which are based on the Gospel Values), every day. We teach our students to have the courage to stand up for what is right, the commitment to know more and be more, the compassion to respect and understand others, and the challenge to work together as one community.

We are proud that our school is well known for its care and recognition of each individual child, its warmth of relationships and its academic excellence irrespective of ability. We are determined to develop the whole child at St. Cuthbert's through our strong Personal Development offer, along with a vibrant extra-curricular and educational visits programme.

Our Vision is clear and our Mission is lived out daily. We are a school where everyone is valued, where everyone matters and where everyone is encouraged to 'live life in all its fulness' (John 10:10). St. Cuthbert's is truly more than a school.

In July 2022, Ofsted Inspectors returned and confirmed that St Cuthbert's **continues to be a good school**.

In our most recent Catholic School Inspection in May 2025, inspectors reported that **"Pastoral care is exceptional", "Students at St Cuthbert's Catholic High School benefit from a well-established culture of care and inclusion"** and **"Relationships at all levels are characterised by mutual respect, kindness and compassion and that staff morale is high"**.

I warmly encourage candidates to call me should they wish to discuss the position further, whilst visits to the school can also be arranged. Please telephone my PA, Mrs Geden on 01744 678123, in the first instance to arrange this. On behalf of the Governing Body I look forward to hearing from you and in receiving your completed application form.

Yours sincerely

Mr Stuart Holland
Headteacher



Our Motto

Live life in all its fullness

John 10:10

Our Mission

St Cuthbert's is a Catholic High School, in which students, staff, governors and friends will work together as a Christian family to live the message of the Good News of Jesus Christ to love God and our neighbour **(Mark 12:29-31)** by:

learning to know and accept the love of God by the way we treat each other and work together **(Matthew 7:12)**

respecting and embracing all cultures and recognising that as individuals we are unique **(Genesis 1:26)**

developing the gifts, talents and aspirations of all students and staff **(Matthew 25:14-30)**

providing the best education for all students and helping them to *live life in all its fullness* **(John 10:10)**

accepting the support of those in our community who work for the good of the school **(Luke 10:25-37)**

reaching out to those who need our help in our world **(Mark 1:39-42)**

protect and take pride in all aspects of our environment so that we become stewards of God's creation **(Psalm 8)**



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Live life in all its fullness



Our Values

Courage
Commitment
Compassion
Community

Our Vision

A vibrant community uniquely created by God, which embraces everyone, especially those in need and celebrates difference. Enabled by a staff dedicated to our Catholic ethos and a culture of excellence, our young people will be inspired to know more, and be more.



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Job Description

Post:	Data, Assessment and Examinations Officer
Grade:	NJC SCP 23-25 (£33,366-£35,235 pro rata) actual salary £29,435.13 – £31,496.14
Working hours:	37 hours a week, term time only plus 2 weeks (40 weeks) (5 Days in August and 5 inset days)
Accountable to:	Assistant Headteacher

PARTICULAR RESPONSIBILITIES

Responsible for the administration of public examinations related to GCSE and other examinations within the school.

To facilitate the effective maintenance and support of the school's data management systems and provide efficient and effective organisation of the school's assessment, reporting, recording and tracking systems.

KEY TASKS

Data

- Take the lead and be proactive in ensuring compliance with the General Data Protection regulation (GDPR), in the way the school requests, manages, uses and stores data.
- Lead the collection, analysis and presentation of student performance data across key stage 3 and 4.
- Use a range of data sets to inform and facilitate effective and robust target setting
- To provide appropriate and timely data to Senior, Curriculum Leaders and Heads of Year to drive school improvement and raise attainment.
- Interim and final assessment data co-ordinated and analysed at regular intervals, specifically after each tracking point and summer external exams for all Departments, SLT and Governors.
- Produce detailed reports, data sheets for external reviews, Ofsted inspections and Governors meetings.
- Maintain and develop systems (including MyEd, SISRA and FFT) to allow assessment data and targets to be transparent for all stakeholders, including parents and students.
- To complete and manage the school census process.

Assessment and Tracking

- To maintain and update the current system for assessment and tracking using SIMS Assessment Manager & Microsoft packages to record and analyse student performance.
- Ensure all relevant information is available to facilitate the school's curriculum option package.
- Produce, collect and collate students' reports.
- Ensure that the student data provided by external sources is imported and maintained.
- Provide appropriate data which allows precise target setting, assessment and recording.
- Design and maintenance of all templates and mark sheets in Assessment Manager.
- Ensure the smooth running of the reporting process – monitoring data input in accordance with calendared deadlines.
- In conjunction with Admin Team, keep student data up-to-date via data checking sheets.
- Importing FFT data into Assessment Manager.
- Manage the school's data system - currently SISRA.
- Work with all staff to ensure that data is on MyEd for parents to view and is maintained on a regular basis

Examinations

- Organise and administer all internal and external examinations in line with JQC/Awarding Body regulations.
- Completion of examination entries using SIMS wherever possible and ensuring manual back-up as appropriate.
- Dissemination of information about public exams to staff, students and their parents.
- Liaison with Curriculum Leaders and/or any other member of staff to ensure that the correct entries are made for all examinations.
- Drawing up timetables for internal and external examinations.
- Oversee receipt, secure storage, and distributions of exam materials and results.
- Identifying all clashes in exam timetables and making appropriate provision for students.
- Making sure that all parties are aware of rules of conduct for examinations.
- Issuing all students with their entry slips and making any necessary corrections.
- For all areas being used for GCSE/BTEC, the post holder must book, prepare and organise these examinations in accordance with the regulations laid down by all the examination boards.
- Supplying all the necessary stationery and materials related to the smooth running of the examination system.
- Liaising with SLT on invigilation and any other issues related to the smooth running of all examinations.
- Ensure the correct implementation of special considerations.
- Support results day activities, including downloading and distributing results, processing remarks and updated MIS system.
- Organise post-results services (reviews of marking appeals and script requests).
- Supporting SLT with analysis of examination results when the centre is notified, and to inform the Headteacher as soon as administratively possible.
- Checking statistical data related to all entries.
- Liaising with SLT on the provision of exam statistics for the DfE, Headteacher and other related groups (Governors' Reports, media, etc.)
- Ensuring all necessary certification is dealt with in the timescales set by the boards and implemented by the centre.
- Ensuring that the Curriculum Leaders, parents and students are fully updated on all dates, changes in examination procedures, entries and results.
- Keeping up-to-date with examination requirements, including the development of appropriate computer systems that meet the needs of the public examination system.
- Checking all examination fees and charges from each examination board.
- Managing Exam Invigilators, including recruitment, training and scheduling.
- Co-ordinate access arrangements in liaison with the SENCO.
- Responsibility for planning and managing the budget for examinations.
- Attend relevant training to stay updated with changes to JCQ regulations and DfE assessment guidance.
- Contribute to the school's ethos and vision for raising standards of achievement.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to a satisfactory Disclosure and Barring Service (DBS) Enhanced Disclosure Certificate.

The details contained within this job description reflect the contents of the job at the date it was prepared. However, it is inevitable that, over time, the nature of the job may change. 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 Council will expect to revise this job description from time to time and will consult the postholder/s at the appropriate time.

Postholder's Signature: _____ **Date:** ____ / ____ / ____

Headteacher's Signature: _____ **Date:** ____ / ____ / ____

[illegible]

	Attributes	Essential / Desirable	Stage Identified
	<ul style="list-style-type: none"> Knowledge of the safeguarding and child protection policy 	E	A/I
Other	<ul style="list-style-type: none"> Supportive of the Catholic ethos of our school Able to fulfil all spoken aspects of the role with confidence through the medium of English Demonstrate a commitment to equality. Demonstrate understanding of Health and Safety at work. Understand and carryout Child Protection and safeguarding procedures. Understand procedures and legislation relating to confidentiality and data protection. CPD – be prepared to develop and learn in the role. Has initiative and can work independently Has an understanding of when to consult, make decisions and defer to others 	E E E E E E E E E	A/I I A/I A/I A/I A/I A/I A/I A/I

A - Application I- Interview process R- References T-Task

Advisory Note to Applicants

Information for Applicants

Please download, complete and return the CES application form, recruitment monitoring form, disclosure form and consent to obtain references form by the closing date specified.

Please ensure that you fully complete all the relevant sections. Please ensure that you provide an up-to-date email address as we often contact candidates electronically rather than by post.

You should make reference to the person specification and job description stating your particular strengths and how your experience to date has prepared you for this particular role.

Please note that CVs will not be accepted.

Safeguarding – Disclosure and Barring Service Check

St Cuthbert's Catholic High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The position advertised is subject to an Enhanced Disclosure and Barring Service Check, medical clearance, satisfactory references, qualification checks and eligibility to work checks under the Asylum and Immigration Act.

At Interview

If you are invited for interview, references will be taken up prior to your interview.

Applicants are also requested to bring to interview the original documentation of their qualifications. Applicants who have not received an invitation to interview within two weeks of the specified closing date should assume they have not been shortlisted (unless otherwise stated in the advertisement).

Application Closing Date:

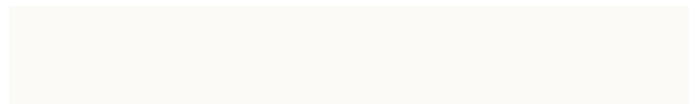
The closing date for applications is **Wednesday, 6th August 2025 at 9:00am.**

Interviews will be held on:
TBC.

Completed application forms should be returned by email to recruitment@stcuthberts.com

The Headteacher
St Cuthbert's Catholic High School
Berrys Lane
Sutton
St Helens
WA9 3HE

Thank you for considering St Cuthbert's Catholic High School and we look forward to receiving your application.





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**For more information, please contact
the Headteacher, Mr Stuart Holland
on 01744 678123**

St Cuthbert's Catholic High School
Berry Lane
Sutton
St Helens
Merseyside
WA9 3HE

Tel: 01744 678123 **Email:** recruitment@stcuthberts.com
www.stcuthberts.com



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