



**Barr's Hill School**  
*Building Brighter Futures*

# Data and Assessment Manager

## Recruitment Pack





## BUILDING BRIGHTER FUTURES

Our story is one of moral purpose. We are a learning community where everyone works collaboratively to plan, spread expertise and tackle challenges together — always focused on putting the needs of our students first. Together we build brighter futures.

### **Our Mission**

We aim to make a difference by raising the horizons and ambitions of everyone who learns, works, and lives within our diverse communities.

### **Our Values**

The Trust is committed to building brighter futures. This commitment is underpinned by three core values:

- Student's first
- It's about learning
- No barriers

### **Join Us**

This is an exciting time to become part of The Futures Trust. Every role here is more than a job — it's real, impactful work that makes a meaningful difference in the lives of our students and their communities. We offer trust wide career paths and invest in outstanding opportunities for our staff to learn, grow, and truly change lives.



4

Primary Schools



6

Secondary Schools



9000+

Students



1300+

Staff



## Thank you for considering a career with The Futures Trust.

We are delighted to provide you with this recruitment pack, designed to offer all the information you need to embark on a rewarding journey with us.

# Emma Martin

Head Teacher



Placeholder image only



Barr's Hill School is an outstanding school that is committed to Building Brighter Futures for all of its students.

Every decision we make is about the young people we serve, their learning experience and their personal development. We are looking to expand our team of talented professionals who excel in their field to help us on the next phase of our exciting journey.

**We look forward to hearing from you.**



## ▼ Job Details

JOB TITLE	<b>DATA AND ASSESSMENT MANAGER</b>
OPPORTUNITY	Barr's Hill School is an outstanding school that is committed to building brighter futures for all our students. We are seeking to appoint an excellent Data and Assessment Manager to manage and co-ordinate the information functions of the school, working in partnership with colleagues across the Trust and the Trust Data Team.
REPORTING TO	Senior Lead – Curriculum Delivery, Assessment & Operations
LOCATION	Based at Barr's Hill School with a requirement to travel to work at or for schools in the Trust.
SALARY/HOURS	Grade 5, £26,349 - £31, 739 pro rata per annum 37 hours per week      41 weeks per annum  Mon – Thu: 8.00 am – 4.00 pm / Fri: 8.00 am – 3.30 pm
BENEFITS ENHANCING WORKING LIVES	<ul style="list-style-type: none"><li>- Competitive rates of pay</li><li>- Professional development opportunities</li><li>- Career pathways across the Trust</li><li>- Teacher / Local Authority Pension Scheme</li><li>- Online retail discount</li><li>- Employee Assistance Programme</li><li>- Family Friendly policies to support family &amp; carer commitments</li><li>- Flexible Working Arrangements</li></ul> <p><a href="http://www.thefuturetrust.org.uk/why-work-for-the-futures-trust">www.thefuturetrust.org.uk/why-work-for-the-futures-trust</a></p>



## Job Description

### **Job Purpose:**

To manage and co-ordinate the information functions of the school working in partnership with colleagues across the Trust and the Trust Data Team.

### **Duties and responsibilities:**

- Responsible for leading the school in the development of its use of SIMS Assessment Manager in support of teaching and learning across the school.
- Responsible for the day to day operation of the SIMS Assessment Manager System.
- Responsible for the analysis and presentation of behaviour, progress, attendance, enrichment tracking and exclusions data.
- Responsible for the incorporation of all KS2 results, baseline data, target grades, test results and progress data, into Assessment Manager.
- Liaise/support staff involved in data input on a daily basis, providing in house training as appropriate.
- Provide management information to various stakeholders, including Governors, the Headteacher, Leadership Group and the Local Authority. To include statistical information such as absence and cover trends, pupil retention, exam results, ethnicity, travel to school information and all other school data.
- Responsible for the preparation, analysis and production of regular summative assessment data, baseline data, value added analysis data and examination data for the Headteacher, Senior Leadership Group, Heads of Faculty, Tutors and Teachers.
- Liaise with appropriate staff and submit returns to the LA and DFE.
- Co-ordinate the collection and maintenance of pupil progress data, ensuring it is input efficiently. Liaise with appropriate staff.
- Produce set lists of students for staff.



### **Duties and Responsibilities Continued:**

- Responsible for creating the new academic year in sims and ensuring all marksheets are ready for September. Working with the Exams Officer to ensure classes are correctly assigned in Course Manager.
- Responsible for liaison with the Systems Administrator with regard to ensuring the efficient and effective operation of the system including all technical updates of Assessment Manager and other SIMS modules.
- Responsible for the production of written reports using the SIMS package.
- Responsible for the conversion of all SEN information into SIMS.net and the use and distribution of SEN academic data through the SIMS Assessment Manager System
- Responsible for the administration of all new student arrivals – including timetables - and departures during term time.
- Responsible for the preparation and dissemination of the school census data
- Liaise closely with Subject Leaders and their departments to ensure all class teaching lists are accurate
- Download KS2 SATs results and from the Key to Success website for the new intake Year 7 group.
- Liaise closely with the Assistant Headteacher in order to identify and then deliver training to other staff (teaching and non-teaching) on the use of the SIMS Assessment Manager.

### **Professional Development**

- Maintain personal professional development to ensure that the knowledge and skills required to fulfil the role of are up to date.
- Be a professional role model, and understand and promote the aims of the School and the values of the Trust.



## ▼ Person Specification

AREAS	ESSENTIAL CRITERIA	DESIRABLE CRITERIA	MEASURED BY
EDUCATION AND QUALIFICATIONS	<ul style="list-style-type: none"> <li>Educated to A Level equivalent, with English and Maths at GCSE Level 4 or above</li> </ul>		Application Form  Certificates
SKILLS AND ABILITIES	<ul style="list-style-type: none"> <li>Able to follow the school's safeguarding procedures and recognise when to report any concerns</li> <li>Effective and confident verbal and written communication skills</li> <li>Excellent organisation and planning, including the ability to be flexible in order to achieve targets</li> <li>Ability to prioritise own workload and work to deadlines</li> <li>Ability to form good working relationships with colleagues and outside organisations</li> <li>Ability to work to high levels of accuracy</li> </ul>		Application Form  Interview

AREAS	ESSENTIAL CRITERIA	DESIRABLE CRITERIA	MEASURED BY
EXPERIENCE	<ul style="list-style-type: none"> <li>• Strong Microsoft office experience, in particular Excel</li> <li>• Working with, and interpreting data</li> </ul>		Application Form Interview
KNOWLEDGE AND UNDERSTANDING	<ul style="list-style-type: none"> <li>• A willingness to undertake training to meet the varying demands of the role</li> <li>• Data security – understanding data protection and GDPR</li> </ul>		Application Form Interview Test
OTHER REQUIREMENTS	<ul style="list-style-type: none"> <li>• A professional role model who is committed to their own professional development and to developing others</li> <li>• Committed to and able to promote the aims of the school and the values of the Trust: Learners First, It's about Learning, No Barriers.</li> <li>• Values diversity and the unique contribution that every individual makes to the learning community</li> <li>• Demonstrates professionalism, loyalty and integrity</li> <li>• Able to work flexibly, and to attend meetings and INSET days as required</li> </ul>		Application Form Interview



## How to apply

Closing date:  
**Wednesday 20<sup>th</sup> May 2026**

Interviews:  
**To Be Confirmed**

If you wish to find out more about this role and a career within The Futures Trust please contact the Recruitment Team:  
**tel: 02477 102134**

To apply for this post, please complete the online application form found at:  
[www.thefuturetrust.org.uk/work-with-us/current-vacancies](http://www.thefuturetrust.org.uk/work-with-us/current-vacancies)

On application please read the following policies found at:  
[www.thefuturetrust.org.uk/work-with-us/recruitment-pack](http://www.thefuturetrust.org.uk/work-with-us/recruitment-pack)

- Barr's Hill Safeguarding & Child Protection Policy
- Safer Recruitment Policy
- Suitability Policy
- GDPR Privacy Notice for Applicants



**The Futures Trust are committed to safeguarding and promoting the welfare of children and young people and require all staff and volunteers to share this commitment.**

The successful candidates for all positions will be subject to an enhanced DBS check and Social Media check.