



**United Learning**  
The best in everyone™

## **Briefing Pack for Applicants**

**Data & Examinations Administrator**

**Sheffield Park Academy**

**June 2026**

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## Section 1 - Post Advertisement



**Sheffield Park Academy**

The best in everyone™

Part of United Learning

<b>Job title:</b>	Data & Examinations Administrator
<b>Location:</b>	Sheffield Park Academy, Beaumont Road North, Sheffield, S2 1SN
<b>Starting salary:</b>	£24,978.00 – £33,882.00 FTE (Actual of £24,315.12 - £32,982.82)
<b>Contract:</b>	Permanent, full-time, 37.5 hours per week, 44 working weeks per year.
<b>Start date:</b>	September 2026 (or earlier if available)

Sheffield Park Academy is seeking to appoint a highly organised and dependable **Data & Examinations Administrator** to support the effective operation of the academy's examinations, assessment, data and pupil-records functions. This is an additional role to the data and exams team, providing expanded staffing to the team.

This is a varied and important role within the academy. The successful candidate will act as the operational lead for the day-to-day administration of internal and external examinations, working under the strategic oversight of the Data & Examinations Manager. They will also support the administration, validation, analysis and reporting of assessment and pupil data.

The role requires exceptional attention to detail, strong organisational skills and the ability to remain calm and make sound decisions during busy and high-pressure periods. The successful candidate will need to manage competing deadlines, maintain accurate and secure records and communicate confidently with pupils, families, colleagues, awarding organisations and other external partners.

The postholder will coordinate examination entries, timetables, rooms, seating plans, invigilation arrangements and examination materials. They will help ensure that all examinations and assessments are conducted in accordance with current JCQ regulations, awarding-body requirements and academy policies.

The postholder will also support academy assessment cycles by setting up and checking data collections, maintaining accurate information within Arbor and other academy systems, identifying missing or anomalous data and producing clear reports for colleagues and senior leaders.

This is an excellent opportunity for someone with experience in examinations, data, administration, information management or another highly regulated environment. Previous experience within a school or college would be advantageous, but applications are also welcomed from candidates who can demonstrate the transferable skills, accuracy and professional judgement required for the role.

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 Park Academy is an 11-18 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. Our school has motivated, ambitious students with a high percentage of our students going on to attend Russell group universities. We have recently had our first successful Eton and Oxford applicants and we see these as the first of many.

The academy has over 1,200 pupils and is situated in purpose-built £30million premises, benefiting from excellent, state-of-the-art facilities. We have a vibrant, multicultural community with over 70 languages

spoken across the Academy. We are part of the United Learning Trust, the largest and one of the most successful academy trusts in the country who offer unrivalled CPD and opportunities for nationwide networking and development opportunities. We are looking for ambitious individuals who wish to have a significant and rapid impact upon students' life chances and who wish to progress rapidly within their career within the United Learning Family.

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 within 20 minutes. Quality of life is routinely ranked very highly, and it is one of the greenest cities in Europe. <https://www.welcometosheffield.co.uk/>

**We are looking for someone who:**

- has experience of working in an examinations, data, information-management, administrative or similarly regulated role;
- has excellent organisational skills and a strong record of meeting important deadlines;
- demonstrates exceptional accuracy and attention to detail;
- has strong IT skills, including confident use of Microsoft Excel;
- is able to interpret complex information and communicate it clearly;
- understands the importance of confidentiality, information security and data protection;
- can remain calm and make sound decisions when working under pressure;
- can build effective professional relationships with pupils, families, colleagues and external organisations;
- is able to supervise, support and develop examination invigilators;
- is committed to safeguarding and promoting the welfare of children and young people;
- understands how accurate data and well-run examinations contribute to improving pupils' outcomes and life chances.

**We will offer you:**

- A key role in an ambitious academy where your work will directly support pupil outcomes.
- A competitive salary above many comparable school-based roles.
- Excellent facilities in a purpose-built school building.
- Access to high-quality professional development through Sheffield Park Academy and United Learning.
- Supportive colleagues who value precision, teamwork and professional generosity.
- The opportunity to work collaboratively across the Yorkshire cluster and wider United Learning network.
- A highly regarded pension scheme with strong employer contributions.
- Access to Westfield Benefits, an Employee Assistance Programme and wider employee benefits.
- Free on-site parking.
- A school culture that values workload, wellbeing and open conversations about sustainable working.

**Please refer to the job description and person specification for further details.**

The role is based on 37.5 hours per week over 44 working weeks each year.

The postholder will be required to work flexibly during peak examination and assessment periods. This will include attendance during published GCSE and post-16 results days in August and may occasionally involve earlier starts, later finishes or work outside the normal academy day.

Any arrangements for additional hours, time off in lieu or changes to the normal working pattern will be managed in accordance with academy policies and agreed with the Data & Examinations Manager.

To apply, please click the 'Apply' button at the top of the advert on our website using the following link to our vacancies page: [Sheffield Park Academy Vacancies](#) to complete our online application form, CVs are not accepted.

**The closing date for this post is midnight, Friday 10<sup>th</sup> July 2026.**

Interviews will take place soon after.

We reserve the right to close the advert early, if we receive a high number of applications.

For an informal discussion about the role or to arrange a visit to the academy, please contact:

[hr@unitedlearningyorks.org.uk](mailto: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

Sheffield Park Academy is part of United Learning which is a large and growing group of schools aiming to offer a 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 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, Fir Vale 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 Perkbox, 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 Park Academy



Dear Candidate

Thank you very much for your interest in joining Sheffield Park Academy. I am delighted to introduce you to our school, and I hope that this application pack provides you with a good overview of the type of candidate we are looking for. **If you like what you have read or know about our school, I would advise you to get in contact with us either for a visit to the academy or a phone call (with me or one of my senior leaders) to find out more.**

Sheffield Park Academy is a flourishing 11-18 school and we really value working as part of the Yorkshire cluster alongside our sister schools: Barnsley Academy, Fir Vale Academy, and Sheffield Springs Academy. Our close collaboration across the schools is a real source of strength and support as is the wider support of United Learning and in particular our Regional Director.

We fully subscribe to the ethos and values of United Learning and as Principal, I would thoroughly recommend working for the group. Our own academy character values of Community, Ambition, Respect, and Endurance filter through everything we do as a school, and we aspire for all students, staff, and other members of our community to live these into being. We also subscribe to our academy strapline of 'One Community, One Park' to ensure our school is a place of strong values, together, and shared goals.

If you are aligned with our mission and values, we very much look forward to hearing from you.

As an academy, we will be relentless in our aim to provide ambitious and high-quality learning and education to the students of Sheffield Park Academy. In order to provide that, we are looking for colleagues who wish to make a strong and valuable contribution to positively shaping the lives of young people in our community.

Good luck with your application and thank you again for considering Sheffield Park Academy as the next stage in your career.

Best wishes,

**Rob Watson**  
**Principal**



**Job Description**

<b>Post title</b>	Data & Examinations Administrator
<b>Salary</b>	Band 2
<b>Responsible to</b>	Data & Examinations Manager
<b>Responsible for</b>	N/A
<b>Role purpose</b>	<p>The Data &amp; Examinations Administrator is responsible for coordinating the day-to-day administration and delivery of the academy’s internal and external examinations.</p> <p>The postholder will act as the academy’s operational examinations lead, working alongside the other data and examinations officers, working under the strategic oversight and direction of the Data &amp; Examinations Manager. They will ensure that examinations are planned and conducted securely, accurately and in accordance with current JCQ regulations, awarding-body requirements and academy policies.</p> <p>The postholder will also support the effective administration of the academy’s assessment, data and pupil-records systems. This will include setting up assessment cycles, checking and validating information, maintaining accurate records, producing reports and supporting colleagues to use academy information systems effectively.</p> <p>The duties listed below are indicative of the nature and level of responsibility associated with the role. They are not intended to represent an exhaustive list.</p>
<b>Relevant qualifications</b>	<ul style="list-style-type: none"> <li>• Relevant qualification is desirable</li> <li>• Experience within an education setting is desirable.</li> </ul>

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

**Key Responsibilities**

The duties below provide an overview of the main areas of responsibility associated with the role. They are not intended to be exhaustive, and the postholder will be expected to undertake all reasonable associated activities required to ensure the effective operation of the academy’s data, assessment and examinations functions.

## **Examinations administration and compliance**

- Coordinate the day-to-day administration of the academy's internal and external examinations.
- Ensure that examinations are planned and delivered in accordance with current JCQ regulations, awarding-body requirements and academy policies.
- Maintain accurate examination records, calendars, procedures and audit trails.
- Ensure that all required entries, amendments, submissions and other examination processes are completed accurately and within published deadlines.
- Liaise with awarding organisations, subject leaders, senior leaders and other relevant colleagues regarding examination requirements.
- Support the Data & Examinations Manager in maintaining required examination policies, procedures and contingency arrangements.
- Support preparations for external inspections and respond promptly to any actions arising from them.

## **Examination planning and delivery**

- Coordinate examination timetables, rooms, seating arrangements, candidate information and invigilation requirements.
- Ensure that examination materials are received, stored, handled and dispatched securely.
- Oversee the preparation and operation of examination rooms and ensure that candidates are managed safely and appropriately.
- Be available during examination sessions to respond to operational issues and ensure that all incidents are managed and recorded appropriately.
- Coordinate arrangements for examination clashes, late arrivals, absences, emergency situations and other exceptional circumstances.
- Ensure that pupils, families and staff receive clear and timely information about examination arrangements.
- Coordinate the administration of mock examinations, internal assessments and other regulated assessments as required.

## **Access arrangements and candidate support**

- Work closely with the SENDCo and other relevant colleagues to ensure that approved access arrangements and reasonable adjustments are implemented correctly.
- Coordinate the rooms, staffing, resources and equipment required to support individual candidates.
- Maintain accurate and confidential records relating to examination arrangements.
- Ensure that pupils receive appropriate information and support before and during examination periods.
- Respond professionally and sensitively to candidate and family queries while maintaining the integrity of examination regulations.

## **Malpractice, incidents and special consideration**

- Support the appropriate management of actual or suspected examination malpractice or maladministration.
- Gather, maintain and provide relevant information, statements and evidence as required.
- Report examination incidents promptly to the Data & Examinations Manager and relevant senior leaders.
- Support the submission of applications for special consideration and other awarding-body processes.
- Maintain accurate and confidential records of incidents, applications, decisions and outcomes.

## **Results and post-results services**

- Coordinate the receipt, checking, processing and secure distribution of examination results.
- Support the organisation and delivery of GCSE, post-16 and other qualification results days.
- Provide accurate information to pupils, families and staff regarding results and post-results services.
- Administer post-results requests, appeals and access-to-script processes in accordance with awarding-body requirements.
- Maintain accurate records of requests, candidate consent, outcomes and any resulting changes.
- Coordinate the secure receipt, storage and distribution of examination certificates.
- Respond appropriately to examination queries from current and former pupils.

## **Data, assessment and reporting**

- Support the administration of the academy's assessment, reporting and data-collection cycles.
- Maintain accurate pupil, assessment and examination information within Arbor and other academy systems.
- Set up, monitor and check assessment data collections and follow up missing, incomplete or inaccurate information.
- Import, enter, validate and reconcile data from a range of sources.
- Produce accurate reports and information for senior leaders, curriculum leaders and other authorised colleagues.
- Support the analysis of pupil attainment, progress and examination outcomes.
- Assist with the preparation and submission of information required by United Learning, awarding organisations and other authorised bodies.
- Support colleagues in the effective use of academy data and assessment systems.

## **Records and information management**

- Ensure that pupil, assessment and examination records are accurate, complete, secure and appropriately maintained.
- Handle personal, sensitive and confidential information in accordance with data-protection legislation and academy policies.
- Maintain clear and accessible electronic and paper filing systems.
- Support the secure transfer, retention, archiving and disposal of records.
- Undertake appropriate checks to identify and resolve discrepancies in academy information.
- Report any suspected data breach, information-security concern or cyber-security incident promptly.

## **Communication and professional relationships**

- Provide a professional and responsive service to pupils, families, colleagues and external organisations.
- Communicate complex information clearly and accurately to different audiences.
- Develop effective working relationships with subject leaders, the SEND team, senior leaders and support teams.
- Provide advice and guidance relating to examination, assessment and data procedures.
- Attend relevant meetings, briefings and training.
- Contribute to the review and continuous improvement of academy systems and procedures.

## **Safeguarding**

- Safeguard and promote the welfare of children and young people.

- Comply with all academy safeguarding and child-protection policies and procedures.
- Complete all required safeguarding training.
- Report concerns immediately through the academy’s agreed safeguarding procedures.
- Maintain appropriate professional boundaries when working with pupils.
- Ensure that examination and assessment arrangements support pupils’ safety, dignity and wellbeing.

**General responsibilities**

- Promote the aims, values and ethos of Sheffield Park Academy and United Learning.
- Support with general school administration duties in the school when data and examinations have less busy periods.
- Maintain a high standard of accuracy, confidentiality and professional conduct.
- Work flexibly during peak examination, assessment and results periods.
- Attend designated examination and results days as required.
- Undertake relevant professional development, including training relating to examinations, data protection and cyber security.
- Undertake any other duties reasonably requested by the Data & Examinations Manager, Principal or designated senior leader that are commensurate with the grade and responsibilities of the post.

**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. and changes to it may be negotiated at the request of either the post-holder or the incumbent of the post.

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

<b>Name (print)</b>	
<b>Sign</b>	
<b>Date</b>	

## Section 6 – Person Specification



### Person Specification

<b>Post title</b>	Data & Examinations Administrator
<b>Salary</b>	Band 2

<b>Education and Qualifications</b>	<b>Essential</b>	<b>Desirable</b>
Excellent Literacy and numeracy – GCSE mathematics and English (grade C or above) or equivalent.	X	
Further / Higher Education		X
A relevant degree		X
Data relevant qualifications		X
Maths at A-level/degree level.		X
<b>Experience</b>	<b>Essential</b>	<b>Desirable</b>
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	
Line management experience.		X
Experience of timetabling.		X
<b>Knowledge and Skills</b>	<b>Essential</b>	<b>Desirable</b>
Good written and oral communication skills to a wide range of personnel.	X	
Ability to line manage staff.	X	
Excellent IT skills, including strengths in Microsoft Excel	X	
Flexible and able to accept multitasking.	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 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
Knowledge of TimeTabler		X
Knowledge of 4Matrix		X
Knowledge of SISRA Analytics		X

<b>Personal Attributes</b>	<b>Essential</b>	<b>Desirable</b>
Maintains confidentiality and discretion	X	
Able to make connection between their work and the benefits to students.	X	
Good written and verbal communication skills.	X	
Ability to prioritise and manage workload while maintaining a flexible response to urgent requests.	X	
Good interpersonal skills and ability to work with staff and stakeholders at all levels.	X	
Organised and good attention to detail.	X	
High expectations of self.	X	
The ability to act on advice and be open to coaching.	X	
A continued interest in developments in teaching and learning.	X	
The ability to motivate others.	X	
The ability to establish effective working relationships with individuals, groups and organisations.	X	
The demonstration of a concern for excellence in one's professional work and the achievement of students.	X	
A commitment to support the school's aims, vision and ethos.	X	
Adaptability and resilience, with the ability to cope with periods of work pressure with good humour and a sense of proportion.	X	
Energy and commitment to professional responsibilities and to the betterment of all students.	X	
A willingness to contribute to the wider life of the school.	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. Reference 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 school website/s prior to attending the interview.

### **The Interview**

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

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



**Sheffield Park Academy**

The best in everyone™

Part of United Learning

Sheffield Park Academy  
Beaumont Road North  
Sheffield  
South Yorkshire  
S2 1SN

Website: [www.sheffieldpark-academy.org](http://www.sheffieldpark-academy.org)

Email: [info@sheffieldparkacademy.org](mailto:info@sheffieldparkacademy.org)

Telephone: 0114 2392661

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