



**United Learning**  
The best in everyone™

## **Briefing Pack for Applicants**

### **Data & Examinations Manager**

#### **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 Manager
<b>Location:</b>	Sheffield Park Academy, Beaumont Road North, Sheffield, S2 1SN
<b>Starting salary:</b>	Starting salary £41,918.00 FTE gross per annum pro rota (an actual of £40,805.56 per annum) + R & R payment of £2,000.00
<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 an exceptional **Data and Examinations Manager** to play a central role in the next stage of our school's development.

This is a key operational leadership role. The successful candidate will ensure that our assessment, reporting, examinations and pupil data systems are accurate, efficient, secure and used intelligently to support school improvement. You will work closely with senior leaders, curriculum leaders, teaching staff, support staff, pupils, families and external agencies to make sure that the school has the information, systems and processes it needs to help every pupil succeed.

We are looking for someone who is highly organised, analytical, calm under pressure and relentless about accuracy. You will need strong IT skills, particularly in Excel, and the ability to communicate clearly with a wide range of colleagues.

Previous experience in a similar field is essential with experience at Manager level desirable. If you feel you have these skills and can successfully impact the role, we would be delighted to hear from you.

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/>

### **Main duties will include:**

- To analyse student data and produce informed reports to assist teaching staff in raising attainment.
- Managing the school's pupil performance data collection systems.
- To provide a variety of reports to departments across the Academy.
- To interpret data to show trends and future forecasts.
- Ensuring that complete and full educational data is available for all students from KS2 onwards.
- Providing pupil data, collated from the systems in place, for analysis by colleagues at half termly intervals.
- Maintaining the integrity of pupil class data within the Arbor system.
- Managing the school's assessment and reporting system (maintaining the database, uploading classes, distributing results)

### **We are looking for someone who:**

- Has successful experience in a data, examinations or information-management role, ideally within an education setting.
- Has excellent IT skills, including strong working knowledge of Microsoft Excel.
- Understands the importance of accuracy, confidentiality, deadlines and compliance.
- Can interpret complex information and present it clearly to different audiences.
- Is calm, organised and resilient during busy periods, particularly assessment windows and exam seasons.
- Communicates well with staff, pupils, families and external organisations.
- Can lead, support and develop colleagues effectively.
- Has a strong commitment to safeguarding and to the role education plays in changing young people's lives.

### **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 Perkbox, 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.

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, Sunday 21<sup>st</sup> June 2026.** Interviews will take place soon after. We reserve the right to close the advert early, if we receive a high number of applications.

If you have any queries regarding this role please email [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 Manager
<b>Salary</b>	Band 4
<b>Responsible to</b>	Vice Principal
<b>Responsible for</b>	Data & Exams Administrator
<b>Role purpose</b>	<p>The Data and Examinations Manager will lead the effective management of pupil data, assessment systems, reporting processes and examinations at Sheffield Park Academy.</p> <p>The postholder will ensure that data is accurate, secure, accessible and used intelligently to support school improvement. They will play a key role in ensuring that assessment and examination processes are well planned, compliant and delivered to a high standard, enabling pupils, staff and leaders to make informed decisions and achieve the best possible outcomes.</p> <p>This role requires a combination of technical expertise, operational precision, strong communication and calm leadership.</p>
<b>Relevant qualifications</b>	Minimum GCSE grade C (or equivalent) in mathematics and English, Higher Education Degree in a relevant field

**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**

**Main duties**

Overseeing collection of all data relating to students and seeing that this data is used by teachers to set high goals for students and challenging targets for the Academy and individual staff. This will be done by:

- Managing the school’s pupil performance data collection systems.
- To be the nominated Exams Officer for the school.
- Ensuring that complete and full educational data is available for all students from KS2 onwards.
- Providing pupil data, collated from the systems in place, for analysis by colleagues at half termly intervals.
- Maintaining the integrity of pupil class data within the Arbor system.
- Work with the Vice Principal to effectively manage timetable staff using Timetabler.
- Working with the Data & Exams Administrator to provide KS4 and KS5 results data for analysis and reporting to the Academy Sponsors (United Learning Trust).

- Supporting both senior and middle leaders with the analysis of data to inform school improvement.
- Producing the DFE termly Census reports from within Arbor.
- Managing the school's assessment and reporting system (maintaining the database, uploading classes, distributing results)
- Liaising with a range of outside agencies (DFE, Fischer Family Trust, AAT Tracking, Sisra, Institute of Educational Assessors) in order to benefit from a wide range of analysis at pupil, school, L. A. and National level.
- Enabling the Senior Leadership Team of the Academy to set clear and measurable targets.
- Assisting the Senior Leadership Team of the Academy in reviewing the progress of individual Curriculum areas, departments and teachers by providing the relevant data.
- Analysing the annual Raise online data and making details available to staff and Governors as required.
- To support SLT in providing exam analysis in conjunction with the member of the Senior Leadership Team responsible for Student Progress.
- Line management of the Data & Exams Administrator including performance management and training.
- Presentation of exam results to staff in September and subsequent analysis.
- Presentation of exam results to Governors and officials at ULT as required.
- Organisation of mock exams in liaison with the Assistant Principal.
- Co-ordination of internal progress checks including using Midyis and NGRT.
- Overseeing all requests for Access arrangements, Special Consideration and Provision.
- Ensuring secure systems are implemented to meet security requirements.
- Ensuring all students and staff have accurate timetable data within Arbor.
- To assist the Senior Leadership Team to resolve timetabling issues to minimise the impact on teaching and learning when necessary.
- Responsible for preparing the new academic year in Arbor and ensuring all modules within Arbor, such as attendance are prepared in an efficient and timely fashion.
- Responsible for promoting students into the new academic year structure, incrementing their curriculum years.
- To assist the Academy's Senior Leadership Team in all aspects of timetable maintenance, including band and class membership, room and staff changes.
- To manage the smooth transition from one academic year to the next with all sections of Arbor.
- To coordinate the receipt of all aspects of admission data from other schools. This will include the students starting in September of Year 7 and students arriving at other times during the academic year.

Additionally, the Data & Exams Manager will create and maintain secure links with:

- **Teaching colleagues** in order to ensure that they are confident about exam procedures, specification requirements, marking procedures, coursework arrangements, award of grades, exam procedures and contact with exam boards.
- **Non-teaching colleagues** in order to ensure that they understand and are supportive of exam procedures and arrangements.
- **Parents** in order to ensure that they are fully conversant with all exam arrangements.
- **Students** in order to ensure that they are able to do justice to themselves in every exam component.
- **The various exam boards** in order to ensure that we provide an efficient service and are noted for it.

- **QCA** in order to benefit from new procedures and take advantage of proposed improvements in the exam service
- **Software providers** in order to ensure that technical administration is based upon full understanding of I.T developments relating to exam administration
- **Electronic data Interchange providers** (currently Webxchange) in order to secure efficient handling and processing of all entries and results

## General

- To develop excellent working relationships with colleagues internally, centrally and externally.
- To be an effective and flexible member of the Support Staff Team, contributing to the successful adherence to Safeguarding Policy.
- To uphold the Academy policies and procedures at all times.
- To ensure any documentation produced is to a high standard and is in line with the in-house style.
- Be aware and comply with policies and procedures relating to Safeguarding, child protection, health, safety and security, confidentiality and data protection, reporting all concerns to the appropriate person.
- Participate in training and other learning activities as required.
- Participate in the Academy's Performance Management process.
- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate.
- To promote the area of responsibility within the Academy and beyond.
- To represent the Academy at events as appropriate.
- To support and promote the Academy ethos.
- To undertake any other duties and responsibilities as required that are covered by the general scope of the post.

## Information

This post may require the post-holder to have a degree of flexibility and willingness to work outside of normal working hours.

The information contained above is to help staff understand and appreciate the work content of their post and the role they are to play in the organisation. However, it should be noted that whilst every effort has been made to outline all the duties and responsibilities of the post, 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 post-holder.

Elements of this job description and changes to it may be negotiated at the request of either the post-holder or the incumbent of the post.

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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 Manager
<b>Salary</b>	Band 4

<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



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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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