United Learning
The best in everyone™

Briefing Pack for Applicants

Data & Examinations Manager

April 25

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Section 1 - Post Advertisement

Sheffield Park Academy
The best in everyone™
® Part of United Learning

Job title: Data & Examinations Manager
Location: Sheffield Park Academy, Beaumont Road North, Sheffield, S2 1SN
Starting salary: Starting salary from £37,500 gross per annum pro rota up to £40,000 gross per annum pro rota, depends on experience (an actual of £36,504.81 to £38,938.46)
Contract: Permanent, full-time, 37.5 hours per week, 44 working weeks per year.
Start date: ASAP

'Leaders are ambitious for all pupils to achieve highly'
'This is a school where students care for students and are determined that they succeed'
OFSTED report, December 2022

Sheffield Park Academy is seeking to appoint a dedicated and thorough individual for the position of Data and Examinations Manager.

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)

The successful candidate will:

- To be a team player and be flexible during busy periods.
- To have a sound knowledge of Microsoft Office packages, in particular Microsoft Excel.
- To be approachable and have excellent people skills.
- Outstanding organisation skills and a keen attention to detail.
- A fundamental belief in the power of education to enable students to achieve anything they set their minds to.

We will offer you:

- Highly competitive pay above national average.
- 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.
- Perkbox benefits platform.
- Free on-site parking.
- Access to an Employee Assistance Programme (EAP).
- We encourage open and regular conversations about work-life balance

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, Monday 28 April 2025**. 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

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, 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 an overview.

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 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.

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

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

Best wishes,

Brendan Hesketh
Principal
Sheffield Park Academy

Job Description

Post title	Data & Examinations Manager
Salary	Band 4
Responsible to	Assistant Principal
Responsible for	Data & Exams Administrator
Role purpose	To ensure that the Academy is data and information rich with regard to the student population and that management of this data is seen as an essential part of the school improvement process. The key function of the post is to ensure that, in terms of data, exams, assessment and records "Every Child matters" and that "No child is left behind". To oversee the development, introduction and implementation of management information systems across the Academy whilst ensuring that the exam, assessment and records procedures at the Academy are such that they not only support but add impetus to continued school improvement.
Relevant qualifications	

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.
- Use MIDYIS to identify student data in terms of strengths and weaknesses and track potential future performance.
- Work with the Assistant Principal to effectively 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.

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

Name (print)	
Sign	
Date	

Person Specification	

Post title	Data & Examinations Manager
Salary	Band 4

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
Data relevant qualifications		X
Maths at A-level/degree level.		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
Line management experience.		X
Experience of timetabling.		X
Knowledge and Skills	**Essential**	**Desirable**
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

Personal Attributes	Essential	Desirable
Commitment to an ethos of high standards, personal fulfilment and academic success.	X	
Commitment to teamwork.	X	
Ability to maintain complete confidentiality and discretion at all times, combined with a calm personality and sound judgement.	X	
Ability to demonstrate commitment to equal opportunities	X	
An interest in education and working within an educational environment.	X	
A commitment to safeguarding & promoting the welfare of children and young people.	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
Beaumont Road North
Sheffield
South Yorkshire
S2 1SN

Website: www.sheffieldpark-academy.org
Email: info@sheffieldparkacademy.org
Telephone: 0114 2392661

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