



Da Vinci Academy  
A L.E.A.D. Academy



"One Team, Changing Worlds"

# Data, Exams and Admissions Manager

## Candidate Information Pack

**Role:** Data, Exams and Admissions Manager

**Reporting to:** Designated Senior Leader

**Salary:** NJC 23 - 28 (£30,151 - £34,723 FTE)

NJC 23 - 28 (£27,805.44 - £32,306 Pro Rata)

**Location:** Da Vinci Academy, Derby, DE21 4ET

**Contract Term:** Permanent

**Working Pattern:** 37 hours per week  
42 weeks per annum

**Start Date:** Monday 9<sup>th</sup> January 2023

**Closing Date:** Tuesday 6<sup>th</sup> December 2022 at 9.00 am

**Interviews:** Thursday 15<sup>th</sup> December 2022



**Join us on our amazing adventure to make THE difference**

***“Leaders put pupils’ interests at the heart of all that they do”  
Ofsted 2021***

Having converted to academy status at the heart of the L.E.A.D. Academy Trust in May 2017, Da Vinci Academy is now a successful secondary school with over 700 students and approaching a full pupil roll. In summer 2019, we were proud to be the most improved Progress 8 school in Derby and in October 2021, we were rated ‘good’ by Ofsted. A copy of the report can be found on our website.

***“Staff have high aspirations for all pupils’ success. Leaders are determined that no child will be left behind.”***

We are described as a ‘proudly inclusive school with a big heart and huge ambition’. A student-centred philosophy is supported by an unwavering commitment to the achievement of successful outcomes for each and every young person.

***“The school is inclusive and welcoming to all. Pupils feel valued and cared for.”***

Together with the L.E.A.D. Academy Trust, a strong and clear vision is in place - **one team changing worlds**. Our vision is achieved by supporting all to **Aspire, Believe, Learn, Achieve**. This is what we all firmly believe in and strive for at all times. The benefit of our close-knit academy community is a real team environment where people genuinely care for each other and where students and staff alike can really shine.

***“Staff expect pupils to work hard and achieve well. Pupils are keen to meet these expectations.”***

As we continue our growth and mission to develop an exceptional education for our students, we are excited to be recruiting for the critical role of Data, Exams and Admissions Manager. We are looking for a proactive candidate with the creativity and drive to deliver the strategic leadership of our data

systems and exams processes. These are at the foundation of the successful education of all students in our academy.

***“Leaders are considerate of staff’s workload and promote staff’s well-being.”***

In return we can offer brilliant development from experienced leaders and one of the most supportive staff cultures that you could hope to be part of. We are family oriented and recognise a life outside of work whilst being determined to do everything we can as professionals in support of our students. Individual and team ambition go hand in hand. LEAD Trust support and career development are a given.

***“Staff fully support leaders’ vision for the school’s continued improvement.”***

A drive to continue the ongoing improvement trajectory of our academy is a given and this role will support our determination to continue building positive attitudes to learning by all students. Ambitious team players with a good sense of humour are welcome. Our team goes above and beyond to support each other and our students so it is critical that this aligns with the candidate’s own values and ethos. Applicants will be expected to be able to demonstrate a prior commitment to their own professional development and should be looking forward to ongoing development of their own practice and that of the academy team as part of our collaborative and supportive Trust offer.

**In summary, we are looking for someone who will:**

- be the senior leader of data, exams and admissions in the school
- lead and implement the strategic management and effective organisation of the academy’s assessment, reporting, recording, data and tracking systems so that they provide timely information to raise standards and drive student attainment
- be accountable for the effective and accurate development and implementation of data systems and associated strategic information (SIMS and Go 4 Schools) within the school and as part of the wider LEAD secondary school team

**In return, the successful candidate will:**

- be joining a strong and dynamic ‘student centred’ team of professionals.
- work in a school with high aspirations for all its students and staff.
- be provided with excellent CPD and career opportunities.

It is an exciting time at Da Vinci Academy, and you will be part of our future development and the adventure to continue raising standards as we build an exceptional academy together as one team.



We welcome applicants from diverse backgrounds and promote accessibility and inclusivity for all. L.E.A.D. Academy Trust is committed to the recruitment and promotion of all on the basis of ability and suitability for the role irrespective of disability, race, gender, health, social class, sexual preference, marital status, nationality, religion, employment status or age. The Trust is committed to treating your application fairly on these grounds.

## Safeguarding

The L.E.A.D. Academy Trust is committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment.

**This post is subject to an enhanced DBS check.**

Da Vinci Academy adopts a rigorous Safer Recruitment Policy which is followed for every appointment.

If you are invited to interview, your suitability to work with children will be explored. As such you will be asked to declare any convictions, cautions or reprimands which you have incurred.

If you are then successful at interview, an offer of employment will be made. This offer will be subject to the L.E.A.D Multi-Academy Trust Receiving:

- Satisfactory background checks e.g. Enhanced Disclosure and Barring Service check, Prohibition Check and Medical Check
- Satisfactory References
- Proof of Eligibility to work in the UK

Staff will be expected to take part in an induction day which has a safeguarding focus.

Staff will be expected to undertake CPD Safeguarding Training throughout every academic year.

There is a clear policy for staff conduct which all employees must adhere to.





## How To Apply



## Finding Out More

For more details about our academy, please visit our website [www.davinciacademy.co.uk](http://www.davinciacademy.co.uk)

Should you have any questions regarding the role please contact Jenny Linthwaite, Human Resources Officer - email [jenny.linthwaite@davinciacademy.co.uk](mailto:jenny.linthwaite@davinciacademy.co.uk)

It is important that potential applicants are able to find out as much as possible about both our academy and the role as they consider making an application. We welcome visits and can be flexible around timings of the day to suit. We are committed to doing all we can to support those interested in researching more about what it is like to work in our proudly inclusive, ambitious academy as part of our 'one team'. Pre-application visits are therefore very welcome. We can also arrange a phone call with our Headteacher or other suitable members of staff. To arrange such an informal discussion ahead of and around making an application, please email Jenny Linthwaite, Human Resources Officer [jenny.linthwaite@davinciacademy.co.uk](mailto:jenny.linthwaite@davinciacademy.co.uk).

Please find job description, job specification and information about the L.E.A.D. Academy Trust attached.



## Making Your Application

To apply, please visit our website: [www.davinciacademy.co.uk/support-staff](http://www.davinciacademy.co.uk/support-staff)

Please send a completed application form and covering letter (no more than 2 sides of A4), with a supporting CV if you wish to.

Completed applications should be sent to [vacancies@davinciacademy.co.uk](mailto:vacancies@davinciacademy.co.uk)

**Closing date:** Tuesday 6<sup>th</sup> December 2022 at 9.00 am

**Interviews:** Thursday 15<sup>th</sup> December 2022

**Start date:** Monday 9<sup>th</sup> January 2023

Applications will be reviewed upon receipt therefore shortlisted candidates may be contacted in advance of the closing date.

The L.E.A.D. Academy Trust is committed to safeguarding and promoting the welfare of children and young people and we can expect all staff and volunteers to share this commitment. This post is subject to an enhanced DBS check.

## Job Description – Data, Exams and Admissions Manager

### Job Purpose:

- To be the senior leader of data, exams and admissions in the school
- To lead and implement the strategic management and effective organisation of the academy's assessment, reporting, recording, data and tracking systems so that they provide timely information to raise standards and drive student attainment
- To be accountable for the effective and accurate development and implementation of data systems and associated strategic information (SIMS & Go For Schools) within the school and as part of the wider LEAD secondary school team.
- To lead on the quality of data developed and prepared for a range of external and internal stakeholders including Ofsted, JCQ, LEAD Trust, AGB and parents.
- To lead in the organisation and implementation of internal and external examinations and assessment thereby leading to successful student outcomes and value added systems and procedures
- To lead on the provision of strategic attainment information for all stakeholders as outlined above
- To lead on the effective and efficient admission of all students from primary transition, in year applications through to Post 16
- To line manage the exams and data administrator

### Duties and Responsibilities:

- Developing and managing all data required by the school for external and internal use
- Developing and maintaining accurate assessment and reporting data within the schools MIS and Data programs
- Lead in the delivery of regular reporting, analysis and impact of student assessment, attendance, behaviour and achievement to stakeholders
- Lead all school MIS systems including SIMS and Go for Schools
- Lead the continuing development of effective and efficient systems for the use of data to assess the students' attainment and progress
- Be responsible for the exemplary maintenance of student records in line with GDPR
- Overall responsibility for the effective running and administration of all external public and internal exams
- To liaise with teacher, students, parents and examination boards in respect of examination requirements, entries, results and communications, ensure that the academy adheres to all awarding bodies' regulations.

### **Data, Assessment and Recording**

- Lead the transition of new student information and data to the school thereby ensuring accurate and timely personal and academic information
- Be first point of contact for teachers for data system training and development leading to academy staff confident use of attainment data and associated records



- Ensure the secure storage and submission of all coursework marks for relevant formal examinations by all members of staff
- Lead and develop innovative school reporting formats to parents
- Lead and develop the school's MIS modules to ensure accurate information, relating to personal, academic, admissions and other relevant aspects, is held on each student
- Lead the development, setup, maintenance and support of behaviour tracking tools
- Providing staff training and literature specific to the staff and schools use of MIS and G4S software
- Be responsible for the development, setup, maintenance and support of pupil assessment trackers within Go For Schools
- Ensure the assessment data held on pupils by all staff is accurate, complete and compliant with GDPR
- Lead on the analysis of academic assessment data to produce reports on progress, effort and behaviour on individual pupils and cohorts of pupils at times set out in the assessment calendar
- Lead, develop, set up and manage all systems for tracking the progress of pupils at each key stage
- Lead, develop and implement subject specific mark sheets in line with the school's policy
- Lead and ensure the production of annual reports and interim reports on the progress of all the pupils in the school
- Ensure the year 7 intake's KS2 data is complete and accurate and imported to the system using DfE supported data sources
- Ensure the year 11 intake's KS4 data is complete and accurate and imported to the relevant transition portals using DfE supported data sources
- Lead the administration and arrangement of regular parents' evenings and half termly performance review meetings with parents
- Lead and work with pastoral and department teams to ensure timely and accurate development and use of all relevant data
- Develop and lead on the reporting of information relating to attainment, achievement and attendance to the Trust, AGB and senior leaders in the organisation to support the analysis of academic performance
- Produce all information requested by external bodies

### **Timetable Support**

- Lead the development and efficient production of the whole school timetable including efficient staffing and room allocation
- Lead the school support on timetable developments and updates
- Develop a new academic year calendar using the schools MIS
- Lead, develop and maintain registration groups, allocate student memberships, tutors and pastoral leaders using the schools MIS
- Lead and implement all updates of courses, teachers and rooms
- Lead and develop all relevant data to facilitate timetable construction and changes such as options
- Train and communicate timetable developments to all staff and students





### **Exams Strategy Leadership**

- To lead on all aspects of internal and external examination systems and structures
- Ensure the secure receipt and dispatch of examination papers for all formal examinations
- Lead, oversee and manage the workload of the Exams Officer and team of exam invigilators
- Report to the Schools Operations Manager, the cost analysis of all examinations for the academic year
- Acquire and maintain an active knowledge of the examination system, exam board regulations, concepts and principles and any changes which occur within the examination field
- Support the maintenance and review of school's examination policies in line with regulatory, national and exam board requirements and amendments
- Lead the planning and publication of the annual exams schedule to staff, parents and students including internal and public examinations
- Ensure accurate and timely entries are made thereby minimising costs to the school and maximising efficiencies
- Ensure liaison with examination boards regarding all aspects of policy relating to exam regulations and update school's policies accordingly
- Ensure the systems to be used for exam entries and for the receipt, recording and issuing of results and certificates are working effectively and reviewed on a regular basis
- Be the school's principal link with exam boards and external colleagues; follow up queries from subject leads and the Head teacher regarding exam related issues, disseminating to relevant staff any literature regarding exams or syllabuses sent by exam boards
- Ensure liaison with subject leads, senior team and the Head teacher regarding all exam entries and the timetable by which entries must be made
- Ensure the accurate and timely entry and arrangement of internal and external examinations at the school
- Ensure the Exams Officer receives, checks and distributes exam entry statements to students making and submitting any amended entries to the exam boards
- Lead and manage the receipt of exam results on results day, analyse all results and prepare for the Head teacher as instructed. Organise and distribute the results to students and the relevant summaries and data to the SLT and subject leads
- Ensure the up to date manual and computerised records using the MIS as relevant

### **Admissions**

- To lead on academy admissions at KS2 to KS3 transition ensuring effective communication and external reputation is high
- To lead on all in year admissions ensuring effective communication and external reputation is high
- Be accountable for liaison with the local authority to maximise applications and ensure PAN targets are achieved.
- Respond proactively to admissions requests.
- Liaise with relevant staff to ensure adherence to admissions procedures both within and external to the academy.



- To be accountable for admissions data provided to a range of stakeholders making sure that data systems are maintained, and that data is presented to meet stakeholder needs.

### **Other Academy Specific Responsibilities**

- To contribute to the overall ethos, work and aims of the Academy and the Academy Trust
- To carry out all duties in the most effective, efficient and economic manner
- To continue personal development in any relevant areas
- Participate fully with arrangements made in accordance with the Academy Trust's Performance Management policy
- Maintain a high level of confidentiality
- Provide support to admin colleagues in relation to general office duties and reception
- Perform any other reasonable duties as requested by the Headteacher, senior leadership team and Academy Operations Manager

### **Service Development**

To identify areas for improvement in the administration and management of data and examinations and work with SLT to implement these

### **Influencing and Managing Relationships**

Liaise with pupils, parents, carers, school staff, other schools, the Local Authority, Ofsted and external agencies

As job descriptions cannot be exhaustive, the post-holder may be required to undertake other duties which are broadly in line with above key responsibilities.

At L.E.A.D we have a strong vision and four core principles, to lead, empower, achieve and drive, which you will be expected to demonstrate in your working practices.

## Job Specification – Data, Exams and Admissions Manager

This job description lists the competencies expected of an experienced/fully trained post-holder. The two right hand columns provide guidance for the appointment of new staff. (E = Essential criteria, D + Desirable criteria)

Qualifications and Attainments	Level 3 qualifications.	E	
	A degree or post-graduate qualification.		D
	Data based qualifications.		D
	Data systems and/or software training.	E	
	School based data systems and/ or software training.		D
	To hold a first aid certificate or be willing to undertake training.	E	
Skills and Knowledge	Ability to think and plan strategically.	E	
	Ability to communicate effectively to a variety of internal and external audiences.	E	
	Ability to persuade and influence at all levels of the Trust and academy.	E	
	Ability to communicate complex ideas simply to a wide range of audiences.	E	
	Ability to plan effectively.	E	
	Ability to evaluate.	E	
	Ability to provide comprehensive reports.	E	
	Ability to manage time effectively with stakeholders and within a corporate environment.	E	
	Ability to create value based strategies for implementation.	E	
	Ability to work, contribute and take a strategic lead as part of a wider Trust school data team.	E	
Experience	Understanding of school data systems and processes		D
	Understanding of a basic knowledge of the work of a school	E	
	Experience of working effectively with children/ young people in either education, social work, youth work or another related area of work.		D
	Experience of working in a multi-agency of school environment.		D
	Experience of managing other in undertaking a range of effective clerical and administrative duties.	E	



	Experience of developing computer applications and systems to address current and future strategic needs.	E	
	Experience of using a range of computer applications including all MS Office programs, particularly Word, Excel, and Outlook.	E	
	Ability to design, develop and produce concise and complex reports.	E	
	Strategic and value based use of Management Information Systems e.g. SIMS, G4S.	E	
	Ability to build and form positive and professional relationships with colleagues, senior leaders and external authorities including examination awarding bodies.	E	
	High level of oral and written communication skills.	E	
	Able to work to tight deadlines, managing and prioritising time effectively of self and others.	E	
	Self-starter, with an ability to work independently and use own initiative to overcome obstacles.	E	
	Efficient and meticulous in organisation.	E	
	Efficient and meticulous in the strategic development and analysis of data.	E	
	Knowledge of school based examination systems and administration processes.		D
	Leadership of a team/ individual to maximise performance for the benefit of the individual and the organisation.	E	
	Performance management of direct report(s).		D
Personal Attributes	Honesty and integrity.	E	
	Discretion.	E	
	Flexibility.	E	
	Resilience.	E	
	Reliability.	E	
	Positive energy and enthusiasm.	E	
	Organisation skills.	E	
	Professionalism.	E	
	Commitment to make a difference.	E	
Additional Requirements	This role is subject to an enhanced DBS.	E	



## L.E.A.D. Academy Trust

L.E.A.D. Academy Trust comprises of twenty five academies across Nottingham, Leicester, Derby, Lincoln and Sheffield. Our philosophy is to; lead, empower, achieve and drive.

At the heart of our Trust is the development of outstanding leaders. We empower individuals in our schools to provide the highest quality education, enabling every pupil to realise their full potential. We have also been recognised by Ofsted as a leading academy sponsor, securing rapid and sustainable improvement through the research and application of best practice across operational areas.

The combination of autonomy and collaboration across key areas of leadership and management underpinned by shared vision, values and best practice positions L.E.A.D. as a truly unique Academy Trust.

To view our 'L.E.A.D. Family Brochure' please visit:

[www.leadacademytrust.co.uk](http://www.leadacademytrust.co.uk)

To see the wonderful achievements, proud moments and diverse events happening across our Trust please follow our twitter account:

**@LEADAcadTrust**





## Our Leaders

One of the core priorities for the L.E.A.D. Academy Trust is the development of outstanding school leaders. We are dedicated to providing an organisation which will:

- develop inspirational school leaders for the future through high quality recruitment, professional development and coaching;
- invest in joint training, peer coaching, sharing good practice and professional dialogue in a climate of trust;
- continually improve, exploring new ways of working, alternative curriculums and innovation;
- strategically plan to produce the next generation of high quality school leaders.

### The L.E.A.D. Teaching School Alliance

The L.E.A.D. Teaching School Alliance is a dynamic, cross-phase collaboration of schools committed to harnessing, nurturing and sharing the specific skills and attributes required to teach and lead in areas with diverse pupil populations. Everything we do in our schools is about providing children with an outstanding, broad and balanced education.

Our innovative Initial Teaching Training (ITT) route aims to increase the number of quality teachers in our schools. In addition, we offer a range of high quality Continuing Professional Development (CPD) for staff at all levels and tailored school-to-school support. We are keen to nurture and grow staff across our alliance and offer a range of opportunities to develop the leaders of tomorrow. By working in partnership with The University of Nottingham and other regional Universities, we are also creating a research culture within our alliance that will impact positively on teaching, learning and the achievement of young people.





## Our Support

We provide a range of high quality, professional services to schools in nine core areas:

**Financial Management**

**Project Management**

**Procurement**

**ICT Management**

**Human Resources**

**Leadership Development**

**Legal Support**

**Governor Support**

**Education**





**L.E.A.D. Academy Trust**  
**Lead • Empower • Achieve • Drive**

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