

## Examinations and Data Manager

**Join the Cardinal Vaughan Memorial School, W14 8BZ, as an Examinations and Data Manager.**

**Hours:** Full time, all-year round

**Salary:** £34,359-£36,963

**Start Date:** 1<sup>st</sup> June 2026

**Contract:** Permanent

Are you passionate about supporting education and committed to helping pupils achieve their best? The Cardinal Vaughan Memorial School is seeking an **Examinations and Data Manager** to join our dedicated team and play a vital role in ensuring our pupils succeed.

### About Us

The Cardinal Vaughan Memorial School is a thriving Catholic institution with a pan-London intake and a tradition of fostering academic excellence, self-discipline and a commitment to self-improvement among pupils of all backgrounds and abilities.

The school is a part of the Saint John Southworth Catholic Academy Trust, established in 2021, which promotes a collaborative environment, founded on Catholic Social Teaching and the principles of solidarity and subsidiarity, ensuring all pupils are supported to grow and achieve.

### What We Are Looking For

We are seeking a highly organised, proactive and approachable Examinations and Data Manager to ensure the smooth running of all examinations and oversee high-quality data management across the school.

Our ideal candidate:

- Has experience managing people and data systems effectively
- Has strong organisational skills with the ability to prioritise and meet strict deadlines
- Has excellent IT skills, especially Excel and Microsoft Office
- Has excellent organisational and time management skills
- Understands safeguarding and data protection requirements
- Is committed to promoting the Catholic ethos and values of the school

## **What We Offer**

- A competitive Inner London salary
- Professional development opportunities tailored to support your growth and career progression
- A welcoming, supportive environment with a commitment to safeguarding and promoting welfare for all pupils

## **Apply Today**

For further details on the role, please view the Job Description and Person Specification via <https://www.sjscat.co.uk/Vacancies/> or visit our [website](#) to find out more about us.

To apply for this role, please complete the application forms available on our Vacancies webpage. Applications should be sent via email to [hrteam@sjscat.co.uk](mailto:hrteam@sjscat.co.uk).

Shortlisted candidates will be called for interview upon receipt of application, therefore we advise you to submit your application as early as possible to avoid disappointment.

The Cardinal Vaughan Memorial School and the Saint John Southworth Catholic Academy Trust are committed to safeguarding and promoting the welfare of young people. All roles are subject to satisfactory vetting, including an Enhanced DBS check with Children's Barred List.

Join us in our mission to cultivate an educational environment that inspires growth, respect and academic achievement!