



# Sheffield Springs Academy

The best in everyone™

Part of United Learning

**Briefing Pack for Applicants**

**Data and Exams Manager**

**March 2024**

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## Section 1 - Post Advertisement



<b>Job title:</b>	Data and Examinations Manager
<b>Location:</b>	Sheffield Springs Academy, Hurlfield Road, Sheffield, S12 2SF
<b>Starting salary:</b>	£37,500 to £40,000 gross per annum pro rata, depending on experience (actual £36,504.81 to £38,938.46 gross per annum)
<b>Contract:</b>	Full-time, 37.5 hours per week, 08:00 – 16:00, 44 weeks (term-time plus 5 weeks)

Sheffield Springs Academy is seeking to appoint a dedicated and meticulous individual for the role of Data and Exams Manager. This is a key post within the academy in which the successful applicant will manage student data and track progress as part of a two-person team to support both staff and students.

Sheffield Springs Academy is an 11-16 secondary school serving the Park, Manor and Castle wards of Sheffield. 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.

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 Springs Academy is an 11-16 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.

United Learning is one of the largest and most successful Trusts in the country who offers unrivalled Continuing Professional Development (CPD) and training, including opportunities for nationwide networking.

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 a 20-minute commute. Quality of life is routinely ranked highly, and it is one of the greenest cities in Europe: [Welcome to Sheffield](#)

### Main duties will include:

- Analyse student data and produce informed reports to assist teaching staff in raising attainment.
- Manage the school's pupil performance data collection systems.
- Provide a variety of reports to departments across the Academy.
- Interpret data to show trends and future forecasts.
- Ensure that complete and full educational data is available for all students from KS3 to KS4.
- Provide pupil data, collated from systems in place, for analysis by colleagues at half-termly intervals.
- Maintain the integrity of pupil class data within the Arbor system.
- Manage the school's assessment and reporting system (maintain the database, upload classes, distribute results).

### **What we would like from you:**

- Someone who is a team player and can be flexible during busy periods.
- Have a sound knowledge of Microsoft Office packages, in particular Microsoft Excel.
- Be approachable and have excellent people skills.
- Have 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 salary.
- Excellent facilities and resources.
- Access to an outstanding professional development programme.
- Polite, respectful and dedicated students who want to learn and fulfil their potential.
- A respectful working environment.
- Colleagues who are supportive, friendly and who are committed to each other's professional development.
- A chance to become part of one of the largest groups of academies in the country.
- Opportunities to work collaboratively with colleagues in other schools within the Yorkshire cluster and across 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.
- We are open to requests for flexible or part-time working; and we encourage open and regular conversations about work-life balance.

If you possess these qualities and share the academy's vision, then we will be delighted to hear from you. Please refer to the job description and person specification for further details.

To apply, please click the 'Apply Now' button at the top of the advert on our website using the following link to our vacancies page: [Sheffield Springs Academy Vacancies](#) and complete our online application form. Please note that CVs are not accepted. **The closing date for this post is 23:59 on Sunday 07 April 2024. Interviews will take place soon after.**

**If you would like to discuss this exciting opportunity, 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.

### **About United Learning:**

Sheffield Springs 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.

## **Section 2 – United Learning**

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<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 Springs Academy



Dear Candidate

Thank you very much for your interest in the role at Sheffield Springs Academy. The school itself is a fantastic place to work and a brilliant place to learn. Our values are respect, excellence, ambition and pride; if you join our academy you will see these demonstrated in all aspects of academy life and by all members of our wonderful team.

### **The team**

I am extremely proud to be the Principal of Sheffield Springs Academy, I have worked at the academy for over 15 years and many colleagues have been here longer than this still; I believe this shows the team ethos and community-feel of our academy. The team are deeply invested in our students and new employees are warmly welcomed into this team.

### **Where we are and where we're going**

Sheffield Springs Academy is an outward-facing school, learning from outstanding schools both within the group and beyond. We are unapologetic about our high standards and unashamedly ambitious for all our students and our staff team, we are embarking upon a journey towards becoming a great school. As part of this journey, we are creating an academic culture that is warm, disciplined and joyful and ensures impeccable behaviour. We aim for a culture that means teachers can teach and students can develop their knowledge.

We are committed to staff wellbeing and have a wide-reaching wellbeing programme in place, we listen to the views of our staff team and we strive to make Sheffield Springs a brilliant place to work. We hold celebration briefings, ensure early finishes on INSET days, have a realistic marking policy, calendar in meeting-free-weeks and host a range of wellbeing activities to make sure staff have the time and support they need to fully support our pupils.

### **Location**

Our academy is located at one of Sheffield's highest points, with incredible views across our catchment area directly to Stanage Edge, Hathersage and beyond into the Peak District. We are less than 30 minutes from the beautiful Peak District National Park, only 15 minutes away from the M1 motorway network and just a 5-minute walk to the nearest Supertram stop which provides efficient links to all areas of the city. Sheffield is a vibrant and diverse city; we are incredibly lucky to be in such a fantastic location which offers so much.

Applying for a new job is a huge investment of time and energy. I would encourage you to seek out any information you need in order to make the important decision to apply and I welcome visits to our school in advance of applications wherever this might be helpful.

I wish you the very best with your application and thank you for taking the time to consider Sheffield Springs Academy as a place of employment.

Best wishes,

Claire Cartledge  
Principal  
Sheffield Springs Academy

## Section 5 – Job Description



### Job Description

<b>Post title</b>	Data and Exams Manager
<b>Salary</b>	Band 4
<b>Responsible to</b>	Assistant Principal
<b>Responsible for</b>	Data and Exams Officer
<b>Role purpose</b>	<p>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.</p> <p>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.</p>
<b>Relevant qualifications</b>	<p>Minimum GCSE grade C (or equivalent) in Maths and English</p> <p>Higher Education Degree in a relevant field</p>

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

### 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.
- 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.
- Working with the exams officer to provide KS3 and KS4 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, 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 Officer 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.
- Co-ordination of internal progress checks including CATS and Suffolk Testing.
- 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** in order to secure efficient handling and processing of all entries and results.

## General

- Develop excellent working relationships with colleagues internally, centrally and externally.
- Be an effective and flexible member of the team.
- Ensure any documentation produced is to a high standard and is in line with the in-house style.
- Participate in training and other learning activities as required.
- Participate in the Performance Management process.
- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate.
- To represent the academies at events as appropriate.
- To support and promote academy and United Learning's ethos, playing a part in strengthening relationships between academies and with central office.
- To be aware of, and comply with, United Learning's policies and procedures relating to child protection, health, safety and security, confidentiality, and data protection, reporting all concerns to an appropriate person.
- To actively participate in continuous professional development and act as a positive role model across the academies and Trust.

- The above duties are not exhaustive, and the post-holder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by the Executive Business Manager and Human Resources.
- This job description will be kept under review and may be amended via consultation with the individual, Executive Business Manager and Human Resources as required.

## 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 and Exams Manager		
<b>Salary</b>	Band 4		
<b>Education and Qualifications</b>		<b>Essential</b>	<b>Desirable</b>
GCSE Maths and English (minimum grade C or above) or equivalent.		X	
Degree or equivalent academic qualifications.		X	
Evidence of further/higher study.		X	
Maths at A-level or 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 experience 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	
Experience timetabling.		X	
Line management experience.			X
<b>Knowledge and Skills</b>		<b>Essential</b>	<b>Desirable</b>
Evidence of a commitment to continuing professional development.		X	
Excellent IT skills, including strengths in Microsoft Excel.		X	
Flexible and able to multitask.		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 organizing day to day targets.		X	
Awareness and adherence to the Data Protection Act, GDPR and the Freedom of Information Act.		X	
<b>Teamwork</b>		<b>Essential</b>	<b>Desirable</b>
Recognises the contribution and achievement of colleagues.		X	
Keeps colleagues, stakeholders and/or customers informed of progress.		X	
Treats others fairly, openly and consistently.		X	
Expresses disagreement or challenges views calmly, constructively and tactfully.		X	
Supports and co-operates with colleagues.		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 commitment to extra-curricular activities.	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 ability to remain calm and diffuse situations.	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.

## Section 8 – Visitors/Contacts for Sheffield Springs Academy

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



Sheffield Springs Academy  
Hurlfield Road  
Sheffield  
South Yorkshire  
S12 2SF

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

Email: [enquiries@sheffieldsprings.org](mailto:enquiries@sheffieldsprings.org)

Telephone: 0114 2392631

Sheffield Springs Academy is an 11-16 secondary school and is Ofsted rated 'Good'. As part of United Learning, our aim is to bring out 'the Best in Everyone'. Our values are Respect, Excellence, Ambition and Pride, and these are demonstrated in all aspects of academy life and by all members of our wonderful team.