



**TAPESTRY
LEARNING
PARTNERSHIP**

JOB OPPORTUNITY

MIS Data & Exams Administrator

City of Derby Academy, Sinfin,

Permanent

37 hours per week, 42 weeks per year

Pay Scale 4 : £24,873 - £26,491 Pro rata (£26,736-£28,475 FTE)

Join us on an exciting journey of transformation and excellence.

At Tapestry Learning Partnership, we believe in the power of education to change lives. Formed in January 2026 through the merger of two strong trusts, QEGSMAT and Djanogly Learning Trust, we are building a future where every child succeeds and flourishes. Now, we are seeking to appoint an enthusiastic MIS Data & Exams Administrator to join our hardworking team.

About the Role

A MIS Data & Exams Administrator is a key support role in schools, colleges, and training providers. The position combines Management Information Systems (MIS) administration, student data management, and examinations administration to ensure that learner information is accurate and that examinations are organised and compliant with awarding body regulations.

Who we're looking for

We are looking for a highly organised and detail-focused MIS Data & Exams Administrator to support the effective management of learner data and examination processes. The successful candidate will be responsible for maintaining accurate records, producing management information reports, coordinating examination activities, and ensuring compliance with internal procedures and awarding body requirements. You will have excellent administrative and data management skills, strong IT proficiency, and the ability to work accurately under pressure while handling confidential information with discretion.

About City of Derby Academy

Serving a wonderfully diverse community with over 40 home languages, our vision is simple yet powerful, *'improving the life chances of all students'*. We offer a rich and ambitious curriculum, strong pastoral care, and exceptional enrichment opportunities, including trips, activities, and a thriving Combined Cadet Force contingent. Our students are supported to develop both academically and personally, gaining the knowledge, skills and character they need for the next stage of their education, employment or training.

City of Derby Academy is a school where:

- Diversity is celebrated and inclusion is at the heart of everything we do
- Students feel safe, happy and supported
- High expectations drive achievement for all
- Relationships between staff and students are strong and respectful
- Staff wellbeing is valued, and colleagues enjoy working here

Why Join Tapestry Learning Partnership?

As part of our Trust, you'll benefit from:

- A supportive network of professionals who share your commitment to excellence
- High-quality professional development and career progression opportunities
- A caring, inclusive organisation that values staff wellbeing and work-life balance
- Access to a range of employee benefits designed to promote health and wellbeing

This is your chance to be part of something special. Help us shape the future and make a lasting impact.

Tapestry Learning Partnership is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. It is a criminal offence to engage or seek to engage in regulated activity or regulated work with children, if you appear on the DBS barred list. All appointments are subject to an Enhanced DBS check and be eligible to work in the UK.

Further information about our commitment to Safeguarding can be found at: [Tapestry Learning Partnership](#)

Please be aware, the Trust may also consider performing an online presence check as part of their preemployment checks.

This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore applicants are required to declare any cautions, convictions, reprimands and final warnings that are not protected (i.e. that are not filtered out) as defined by the rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013 and 2020).

If you are interested and wish to have an informal conversation to discuss the role or would like to visit the school, we would be happy to arrange this. Please call 01332 270450.

Further details about our school can be found on our website: [Home - City of Derby Academy](#)

To apply for this position, please visit our careers page via our website: [Tapestry Learning Partnership](#)

Closing date for applications: 12th July 2026

Interview date: TBC

Potential Start date: ASAP

JOB DESCRIPTION



Post Title: MIS Data & Exams Administrator
Reporting to: MIS Data & Exams Lead
Scale: Pay Scale 4
Disclosure Level: Child Workforce - Enhanced, Children's Barred List

Purpose of the Post

- Maintain confidentiality and observe data protection and associated guidelines where appropriate
- Maintain the academy's management information system, ensuring accurate and up-to date data is readily available as required
- Support in ensuring that the school's student progress data system is accurate and up to date and includes essential information for every student (including photographs, target and predicted grades, CAT and reading age scores and SEND data)
- Support with the generation of termly progress reports for students and parents
- Ensure that Go4Schools is accessible online to students and parents
- Manually enter data into the MIS and import and export data as required, ensuring accuracy of data
- Where required, support to complete and submit statutory returns, including the school census and school workforce census
- Assist with the formulation and scheduling of the academy's timetable by inputting data into the MIS
- Assist with any other reasonable data generation requests from colleagues e.g. reading data reports
- Support the effective and efficient administration of all examinations in accordance with JCQ regulations and awarding body requirements
- Assist with the organization of the invigilation timetabling and training of external invigilators
- Support with the overall operation of examinations and invigilation during examination periods
- Provide support to colleagues and students on results days and assist in the administration of exam paper and re-mark requests

MAIN DUTIES

- Maintain confidentiality and observe data protection and associated guidelines where appropriate
- Maintain an awareness of and adherence to statutory safeguarding guidance
- Understand and comply with the Trust's Health and Safety Policy in the performance of their duties and responsibilities
- Carry out the duties of the post in compliance with the Trust's Equalities Policy
- Understand and comply with all other relevant academy policies
- Take an active part in appraising their own work against agreed priorities and targets in accordance with the Trust's Appraisal Policy and professional development and supervision arrangements
- Undertake any necessary training associated with the duties of the post
- Carry out any other reasonable duties and responsibilities within the overall function, commensurate with the grading and level of responsibilities of the post
- Support in the admin office when required

METHODS OF WORKING:

The post holder must:

- Maintain strict confidentiality and adhere to data protection legislation and associated Trust policies at all times.
- Demonstrate a clear understanding of, and commitment to, safeguarding and child protection, maintaining an awareness of relevant procedures and responsibilities.
- Comply with the Trust's Health and Safety Policy and ensure safe working practices in the performance of all duties.
- Uphold and promote the principles of the Trust's Equal Opportunities Policy in all aspects of the role.
- Adhere to all other relevant Trust and school policies and procedures.
- Undertake any training and professional development necessary to effectively carry out the duties of the post.
- Perform any other reasonable duties commensurate with the level and responsibilities of the role, as required by the Trust.

Person Specification

Post requirements	Essential	Desirable	Evidence and Assessment
Qualifications			
GCSE Maths and English Grade 4/C or above (or equivalent)	✓		Application form, certificates
Degree or equivalent		✓	Application form, certificates
Skills and abilities			
Office skills/clerical and secretarial work	✓		Application form, selection process, references
High level of ICT skills and experience of all Microsoft Office Suite applications	✓		Application form, selection process, references
Coordinating and supervising staff	✓		Application form, selection process, references
Maintaining high standards by adhering to regulations and timescales.	✓		Application form, selection process, references
Working quickly and accurately to deadlines	✓		Application form, selection process, references
Exam invigilation		✓	Application form, selection process, references
Managing Exams		✓	Application form, selection process, references
Working in a secondary school		✓	Application form, selection process, references
Use of school management information systems		✓	Application form, selection process, references
Knowledge of JCQ regulations		✓	Application form, selection process, references
Knowledge of KS2 AND KS4 assessment systems		✓	Application form, selection process, references
Knowledge of GDPR regulations		✓	Application form, selection process, references
Personal skills and qualities			
Highly organised	✓		Application form, selection process, references

Self-motivated with the ability to multi task	✓		Application form, selection process, references
Ability to work under pressure and manage conflicting priorities, prioritise workload, maintain high standards, solve problems, and meet deadlines	✓		Application form, selection process, references
Ability to relate to students in a pleasant and professional manner	✓		Application form, selection process, references
Ability to communicate effectively with a range of people including staff, pupils, parents, visitors, and governors, both verbally and written	✓		Application form, selection process, references
A willingness to undertake further professional development and training	✓		Application form, selection process, references
Satisfactory Enhanced DBS	✓		Application form, selection process, references
Ability to recognise potential child safeguarding issues		✓	Application form, selection process, references