



The **GALLERY TRUST**



A community of special schools

Data Insights and Examinations Officer

Candidate Information
July 2026

Welcome

Thank you for your interest in the role of **Data Insights and Examinations Officer** at Orion Academy.

Orion Academy currently offers places to 74 students and is growing steadily, with student numbers expected to rise to 108 over the next two years. We provide education for young people aged 10–18 from across the county, including students transferring from our SEND feeder school, Northern House Academy, and from mainstream primary and secondary schools. Since relocating to our purpose-built, state-of-the-art facilities in September 2021, the Academy has continued to develop an ambitious curriculum and a supportive learning environment that enables students to achieve their full potential.

All students who attend Orion Academy have an Education, Health and Care Plan (EHCP), which informs a personalised approach to education and support. Our curriculum is carefully designed to meet individual needs while promoting academic achievement, personal development and preparation for adulthood.

As the Academy continues to expand, high-quality data management and examination administration are increasingly important in supporting school improvement and student success. **The Data Insights and Examinations Officer** plays a vital role in ensuring the accuracy, integrity and effective use of student data, enabling leaders and staff to make informed decisions that improve outcomes. The role is also responsible for the smooth and compliant delivery of internal and external examinations, ensuring that all students receive the support and access arrangements they require.

Students are taught through a differentiated and bespoke curriculum, with classes organised by stage rather than age. This approach allows staff to respond flexibly to individual learning needs and aspirations. Through the effective collection, analysis and reporting of assessment, attendance, behaviour and attainment data, we continuously evaluate progress, identify trends and target support where it will have the greatest impact.

Our Academy Community Learning Team, comprising youth workers, therapeutic practitioners and pastoral staff, provides specialist support to help students overcome social, emotional and mental health barriers to learning. Data insights from across the Academy contribute to a holistic understanding of student needs and help shape interventions that promote engagement, wellbeing and achievement.

At Orion Academy, we are committed to ensuring that every student leaves with the qualifications, skills, confidence and personal characteristics needed to thrive in their communities. The Data Insights and Examinations Officer will be a key member of our team, supporting both operational excellence and evidence-based decision-making as we continue our journey of growth and improvement.

Thank you for your interest in Orion Academy. This is an exciting time to join our school, and we look forward to receiving your application.

About The Gallery Trust

The Gallery Trust is a growing Multi Academy Trust dedicated to improving outcomes and life opportunities for children and young people with Special Educational Needs and Disabilities (SEND) across Oxfordshire. Our mission is to provide outstanding education, care and support through a culture of inclusion, collaboration and continuous improvement.

We are driven by three core principles:

- Commitment to special education – striving to provide the best specialist learning experience for all students
- Opportunities for all to learn – ensuring that students and staff have access to learning pathways which enhance their lives
- Genuine respect and value – creating relationships which promote trust, confidence and respect within environments which are safe and secure

Since its establishment as a single-academy trust in 2013, The Gallery Trust has grown to become the largest specialist education trust in Oxfordshire. This growth reflects our strong reputation for delivering high-quality SEND provision and our commitment to meeting the evolving needs of local communities.

The Trust currently comprises:

- Bardwell School, Bicester
- Bloxham Grove Academy
- Artemis: A Special School in South Oxfordshire (opening 2027)
- Iffley Academy, Oxford
- Mabel Prichard School, Oxford
- Northern House Academy, Oxford
- Orion Academy, Oxford
- Springfield School, Witney

The Trust's vision is to continue to expand over the next five years, supporting a community of converter academies, free schools and sponsored academies. All member academies have the opportunity to share SEND expertise and to work with peers who share common aims and goals.

As the Trust continues to expand, robust data systems, accurate reporting and effective examination processes are increasingly important in supporting school improvement and ensuring positive outcomes for students. The role of Data Insights and Examinations Officer is central to this work, providing high-quality data analysis, information management and examination administration that enables leaders to make informed decisions and ensures students receive the qualifications and recognition they deserve.

Working within a collaborative Trust environment provides opportunities to share expertise, develop professionally and contribute to Trust-wide initiatives that enhance educational outcomes. Colleagues benefit from strong networks, shared resources and the opportunity to work alongside professionals who are passionate about SEND education.

The Gallery Trust remains committed to investing in its people, developing leadership at all levels and working in partnership to deliver its vision. Through evidence-informed practice, high-quality specialist provision and a relentless focus on improvement, we aim to ensure every student is equipped with the knowledge, skills and confidence to lead a fulfilling and successful life.

Data Insights and Examinations Officer

Location: Orion Academy, Oxford

Contract Type: 40 weeks a year (5 inset days + 1 week during school holidays).

September 2026 start

Salary: G10

FTE = £38,221 - £40,778

Actual Salary = £34,319 - £36,615

Why Join Orion Academy?

If you are committed to enriching and improving the lives of young people with Special Educational Needs and Disabilities, if you would like to join a team which delivers an exciting and diverse curriculum, and if you want to work in a vibrant and dynamic Special Academy – we want to hear from you.

Students are taught through a differentiated and bespoke curriculum designed to enhance their personal development through the lens of our six characteristics: **self-awareness, commitment, being resilient, team player, problem solver, showing empathy.**

The curriculum delivery is through a hybrid model with KS3 students using a primary model and KS4 students having several teachers. The academy provides support for the social, emotional and mental health needs of the students through a qualified and skilled Community Learning Team. This team underpins the pastoral support and wellbeing of our students.

Orion Academy is entering an exciting phase of growth and development, with the introduction of Key Stage 2 provision from September 2026. This expansion reflects our commitment to meeting the needs of an increasing number of neurodiverse learners and strengthening our specialist educational offer. As we continue to grow, we are developing an innovative and forward-thinking curriculum that equips students with the knowledge, skills and personal characteristics they need to thrive in their communities, further education and future employment.

Teaching and support staff actively inform the developments of the school and collectively we identify the best ways of working through our developing professional learning community.

Our unique features include:

- Curriculum innovation and design for the future is happening now
- Individual learning pathways which teach the way our students learn and moves away from 'one-size fits all' approach
- An ethos of restorative approaches, mutual respect and social responsibility which creates an inclusive and nurturing community.
- A flexible, innovative student-centred approach, which supports not only excellent teaching and learning, but also emotional and mental wellbeing of students and individual needs.

Teaching and support staff actively inform the developments of the school and collectively we identify the best ways of working through our developing professional learning community.

For the Data Insights and Examinations Officer, this is an opportunity to contribute directly to student success through the effective management of data, assessment and examinations, supporting evidence-informed decision-making as Orion Academy continues to grow and develop.

Benefits of working at Orion Academy, part of The Gallery Trust

Joining Orion Academy as our Data Insights and Examinations Officer offers the opportunity to play a pivotal role in supporting student achievement, school improvement and strategic decision-making within a growing specialist academy. As part of The Gallery Trust, you will benefit from working in a collaborative and supportive environment where your contribution is valued and your professional development is actively encouraged.

Career Progression

- Be a key member of a friendly and supportive staff team dedicated to achieving the best outcomes for every student.
- Play a central role in providing high-quality data insights and examinations management that support student success and informed decision-making across the Academy.
- Participate in high-quality professional development opportunities tailored to your role, career aspirations and interests in data management, analysis and educational administration.
- Develop your career within The Gallery Trust, an expanding and successful organisation offering opportunities for progression, collaboration and professional networking across its schools.
- Contribute to the Academy's exciting phase of growth, including the expansion of provision from Key Stage 2 to Key Stage 4 from September 2026.
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Financial

- Competitive salaries for teaching and support staff based on School Teacher Pay and Conditions Document and the NJC Green Book
- Access to LGPS pension linked to salary life assurance
- Contribution towards glasses and eye tests for DSE use
- Salary sacrifice schemes, including cycle to work

Wellbeing

- 24/7 access to a free Employee Assistance Programme to provide confidential advice and guidance
- Excellent induction processes, and strong line management structures to promote your wellbeing at work
- A culture which is open to employee ideas and encourages open dialogue
- Regular staff surveys to gain feedback on wellbeing and to drive improvements
- The opportunity to join colleagues for social events
- Family friendly policies, which promote your wellbeing
- The opportunity to work in a new, purpose-built school building, which offers an exciting environment in which to teach and learn, located just a short drive from Oxford's ring road
- Free car parking and cycle storage
- On-site catering

Application process

To apply for this post please submit an application form via the MyNewTerm portal.

The deadline for applications is **Wednesday 29th July** Interviews are provisionally scheduled to take place in **August**.

Please ensure you detail any gaps in employment and use the selection criteria which is contained in the job pack when you prepare your application, as shortlisting for interview will be based on how closely you demonstrate your ability to fulfil the essential criteria.

We are committed to ensuring that everyone feels welcome, respected, and supported throughout our recruitment process. If you have a disability, are neurodivergent, or have any additional needs that may require adjustments at any stage of your application or interview, please let us know via recruitment@orionacademy.co.uk

Visits to the academy are encouraged. Please contact Jessie Shakespeare or Hannah Shuker at Orion Academy, to arrange an informal visit and conversation. We look forward to hearing from you.

We do not accept CVs. If you are shortlisted, we will take up written references before your interview so please provide permission for this and provide accurate phone and email contact details for your referees. One of your referees must be your current or last employer, and if you are employed in a school, must include your current Head Teacher. If you have previously worked in a school, your referees must include your most recent Head Teacher

Orion Academy is committed to safeguarding and promoting the welfare of all children and expects all staff to share this commitment. The successful candidate will be subject to an Enhanced DBS check, Occupational Health check and a probationary period of 6 months. The Orion Academy is an equal opportunities employer and we welcome applications from a range of ethnic backgrounds to represent diversity in line with our school community.

The Gallery Trust is a Special Multi Academy Trust which is dedicated to improving outcomes for SEND learners in Oxfordshire. We strive to provide the best possible specialist learning experience for all pupils.

Our Strategic Aims

- **Places where innovation drives learning** – our schools have a clear purpose, they educate the whole child and prepare them for adulthood. Everything we do, from our curriculum offer to our pastoral care, is meaningful and driven by the needs of learners.
- **Places where relationships drive engagement and achievement** – our schools are built around exceptional relationships. We provide excellent experiences, growth, and opportunities for pupils and staff, and specialist working environments and resources.
- **Places which provide exceptional knowledge and support** – our schools are supported by a skilled and experienced central team which provides high quality school improvement and central support services.
- **Places which inspire and influence** – our schools are committed to collaborating with our local and national partners and communities to ensure that children and young people with SEND receive the education and opportunities they deserve.

As we enter the next phase of our development and build on our many successes, we want to embrace future challenges and opportunities. All academies collaborate to share SEND expertise and best practice, and work in partnership with peers who are committed to common aims and goals.

The Board of Trustees believes that by providing the support of highly experienced and specialised school improvement and business teams, school leaders are empowered to focus on the standards of teaching and learning, and in meeting the operational and strategic demands of running their schools.

Data Insights and Examinations Officer Job Description

Responsible to: TBC

Introduction

This job description describes in general terms the normal duties which the postholder will be expected to undertake. However, the job or duties described may vary or be amended from time to time without changing the level of responsibility associated with the post.

The performance of all the duties and responsibilities shown below will be under the reasonable direction of the Co Headteachers or other Senior Manager if appropriate. They will be mindful of her/his duty to ensure that the employee has a reasonable workload and sufficient support to carry out the duties of the post.

Job Purpose

The Data Insights and Examinations Officer is responsible for providing an efficient, accurate and proactive service to the Academy through the effective management of examinations, assessment and student data systems.

The role combines responsibility for the administration of all internal and external examinations with the collection, analysis, interpretation and reporting of data that supports student achievement, curriculum development, statutory returns and school improvement priorities.

The postholder will ensure the integrity, accuracy and security of student information, assessment and examination data, providing meaningful insights that enable leaders and staff to make informed decisions and improve outcomes for students.

This role will cover Functional Skills, Entry Level, BTEC and GCSE qualifications across multiple examination boards, alongside responsibility for maintaining and developing systems for student performance, attendance, behaviour and progress reporting.

Key Responsibilities:

Data Insights and Information Management

- Act as the Academy's lead administrator for student data, ensuring the accuracy, integrity and security of information held within the Management Information System (MIS).
- Manage and maintain student records, including admissions, leavers, attendance, attainment, behaviour and assessment information.
- Produce and analyse data reports for senior leaders, governors and Trust colleagues to support strategic planning and school improvement.
- Develop and maintain assessment and reporting systems that enable effective monitoring of student progress and outcomes.
- Support leaders in identifying trends, patterns and emerging priorities through the analysis of attendance, behaviour, attainment and progress data.
- Produce termly and annual data reports, dashboards and performance summaries for internal and external stakeholders.

- Support statutory and Trust reporting requirements, ensuring data submissions are completed accurately and within required deadlines.
- Work collaboratively with teaching staff, the SENDCo and senior leaders to ensure data is used effectively to inform intervention planning and curriculum development.
- Support quality assurance processes by validating and auditing data to ensure compliance with Trust, local authority and Department for Education requirements.
- Provide training and guidance to staff on the effective use of data systems and reporting tools.
- Contribute to the development of a data-informed culture across the Academy, promoting the effective use of evidence to improve outcomes for students.

Examinations Management

- Coordinate and manage all examinations and examination-related communications with internal and external organisations.
- Act as the main point of contact with all examination boards, keeping leaders and teachers informed of specification changes, training opportunities, grade boundaries and deadlines.
- Manage the timely collation and processing of all examination information, including entries, estimated grades and associated documentation.
- Liaise with alternative providers and external agencies where examination arrangements involve students accessing provision beyond the Academy.
- Ensure compliance with Joint Council for Qualifications (JCQ) regulations and examination board requirements.
- Maintain responsibility for the secure storage and management of examination materials and confidential information.
- Develop and maintain examination policies, procedures and standard operating processes to ensure compliance and business continuity.
- Recruit, train and coordinate examination invigilators, ensuring appropriate deployment across all examinations.
- Organise examination results days, including the downloading, checking and distribution of results, and managing post-results services.

Examinations: Preparation:

- Establish effective systems to ensure curriculum leaders are aware of examination deadlines and submission requirements.
- Submit examination entries electronically to awarding organisations within required timescales.
- Liaise with the SENDCo to ensure examination access arrangements are implemented appropriately and accurately recorded.
- Coordinate applications for access arrangements and modified papers where required.
- Produce examination timetables for students, staff and invigilators.
- Prepare seating plans, candidate registers and examination room documentation.
- Ensure all examination arrangements are communicated clearly to relevant stakeholders.
- Maintain accurate examination records and candidate information within relevant systems.

Examinations: Administration:

- Oversee the work of examination invigilators, including timetabling, training and deployment.
- Ensure examination papers are securely received, stored and distributed in accordance with regulations.
- Produce signing-out documentation and maintain audit trails for examination materials.
- Develop and maintain examination scripts, procedures and protocols to ensure consistency and compliance.
- Ensure examination notices and required information are displayed appropriately.
- Verify that examination rooms meet all regulatory requirements and standards.
- Maintain the examination log and associated records in accordance with JCQ regulations.
- Process special consideration applications where appropriate.

- Ensure completed examination scripts and documentation are securely returned to awarding organisations.

Examinations: Post-Examination:

- Download and process examination results on designated release dates.
- Support the analysis of examination outcomes and contribute to post-results evaluation reporting.
- Coordinate requests for reviews of marking, clerical checks and access to scripts.
- Ensure examination certificates are received, recorded and distributed appropriately.
- Maintain accurate records of student achievements and qualifications.
- Attend school during key examination and results periods and be available, where necessary, to respond to examination board queries during holiday periods.
- Produce examination performance summaries and data reports to support leadership review and school improvement planning.

Wider Responsibilities Relating to Whole Academy Issues and Procedures

- Working for the positive development of the academy, in line with the Raising Achievement Plan
- Attending staff meetings and specific training

Links with Local Authority and The Wider Community

- Working co-operatively with the Governing Body and Trustees
- Liaising and co-ordinating with external agencies and other professionals

Other Responsibilities

In addition to the duties outlined, you may be responsible for the following:

- Undertake tasks and duties as requested by the Headteacher

General Responsibilities

- Taking appropriate responsibility for one's own health, safety and welfare and the health, safety and welfare of pupils, visitors and work colleagues in accordance with the requirements of legislations and local-adopted policies; including taking responsibility for raising any concerns with an appropriate manager and for reporting accidents and incidents appropriately
- To carry out other duties as may be reasonably assigned by the Co-Head Teachers
- Be aware of and support differences to ensure equal opportunities for all
- Be aware of and comply with the school's policies and procedures

Selection Criteria Data Insights and Examinations Officer

	Essential	Desirable
Professional Qualifications	<ul style="list-style-type: none"> Level 2 qualification in English and Mathematics (Grade C/4 or equivalent). 	<ul style="list-style-type: none"> Educated to Degree level or holds a relevant professional qualification (e.g. data, administration, education, or MIS-related field)
Experience	<ul style="list-style-type: none"> Experience in managing, maintaining or developing data systems, MIS or structured reporting processes. Experience of producing accurate reports, summaries or data insights to support decision-making. Ability to accurately input, manage, analyse and retrieve data from complex databases. Experience working within a structured administrative role with high levels of accuracy and confidentiality. Experience of supporting or managing aspects of examinations administration (internal and/or external). High attention to detail with a commitment to data integrity, compliance and accuracy. Exceptional verbal and written communication skills. 	<ul style="list-style-type: none"> Previous experience in a combined data and examinations role within an educational setting. Strong understanding of the UK secondary education system, assessment frameworks and examination cycles (KS2–KS4 desirable). Experience of using MIS systems (e.g. SIMS, Arbor, Bromcom or equivalent).
Professional Knowledge & Skills	<ul style="list-style-type: none"> Highly organised with strong skills in both data management and examinations administration. Ability to interpret data and produce meaningful insights to support school improvement, progress tracking and leadership decision-making. Understanding of examination procedures, compliance requirements and awarding body regulations. A collaborative team player who is adaptable to changing priorities and willing to support the wider school community. Exceptional attention to detail and accuracy across both data and examinations processes. Respect for pupils' social, cultural, linguistic, religious and ethnic backgrounds, with an understanding of how these may affect learning and assessment access. 	<ul style="list-style-type: none"> Experience of managing full examinations cycles (entries, access arrangements, invigilation and results processing). Experience developing dashboards, reports or performance analysis tools to support leadership decision-making. Understanding of JCQ regulations and examination board processes.
Personal Skills and Qualities	<ul style="list-style-type: none"> Strong commitment to raising standards through the effective use of data insights and examinations processes. 	<ul style="list-style-type: none"> Experience contributing to a data-driven culture within

	<ul style="list-style-type: none"> ● High expectations of self and others, with a commitment to accuracy and continuous improvement. ● Ability to build positive and effective relationships with staff, students, parents and external agencies. ● Ability to remain calm, organised and resilient when working under pressure, particularly during peak data and examination periods. ● Ability to work flexibly and adapt to changing priorities and deadlines. ● Highly effective communication skills. ● Strong ICT skills, including confident use of spreadsheets, databases and reporting tools. 	<p>a school or multi-academy trust.</p> <ul style="list-style-type: none"> ● Experience supporting leadership with performance analysis, forecasting or strategic reporting.
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Your application should clearly demonstrate how well you meet the above key criteria.

Aims

At Orion Academy we believe our children and young people are unique individuals and as such we have designed our school curriculum with their learning and Social, Emotional and Mental Health needs at the heart of all we do.

Our nurturing approach seeks to extend our work out into the community; actively supporting, listening and engaging with our families and carers to deliver the best possible environment for our children and young people, thus enabling them to learn effectively, become active and responsible citizens who are well prepared for life after school.

We are committed to delivering this through:-

Our **nurturing approach** that will provide an environment to thrive –

- Where every child or young person is treated as an individual in a safe and nurturing environment that understands that all students can achieve but will require differentiated approaches based on their individual needs.
- With a school-wide family ethos demonstrating our values of empathy, acceptance and mutual respect, so each member of the school community feels valued and supported.

Our focus on **personal development** is designed to –

- Enable our children and young people to become more socially aware and of their responsibilities with a focus on trust and choice.
- Ensure we support our children and young people to make better decisions, coach them how to regulate frustrations, and reflect on their experiences through our restorative practices.
- Help our children and young people to make sense of the changing world and of the importance of diversity and equality of opportunity.
- Enable them to make informed choices and develop the confidence to be successful in their adult lives through our embedded personal, social and health education programme.

Our focus on **celebration and recognition of success** is designed to –

- Encourage and celebrate each student's talents, skills and attributes.
- Develop the confidence and self-belief of the individual – a culture of 'I can' or 'I can't... yet' is ingrained across our school.
- Provide opportunities for our children and young people to be successful and support them in both developing and promoting their individual resilience as well as celebrating the achievements of others.

Our **ambitious curriculum** offer that is designed to –

- Create the capacity to learn and enjoy learning by broadening our students' horizons and extending learning beyond the classroom.
- Use real-world examples and first-hand experience; develop curiosity and a desire to challenge their understanding and deepen learning.
- Prepare our children and young people for their future through our broad and balanced curriculum, providing them with knowledge, core literacy and numeracy skills and experiences as well as a range of qualification pathways.
- Embed key learning and understanding through careful and thoughtful revisiting and reinforcing, whilst increasing student independence.

Our **personalised provision** that –

- Is responsive to the needs of each student but is uncompromising in expectation. We will be relentless in our support for our children and young people to achieve beyond their expectations.
- Understands that whilst a student's needs are recognized and met, they are not confined by them; we do not define a future based on a child or young person's past and we are unapologetic in our approach in wanting our students to continue to push the boundaries of their potential.

Our commitment to **working in partnerships with our parents and carers** which demonstrates that –

- We believe our children and young people will achieve their best when families and our school work together in a partnership.
- Effective working relationships are characterized by open and honest communication in order to achieve the best possible outcomes.

Our **specialist and expert workforce** who –

- Are passionate and committed to working in special education and will know each student as an individual, recognising their unique talents, skills and interests.
- Have developed strong and positive relationships with our children and young people in order to support them effectively.
- Have expertise, specialist knowledge and an understanding of a child or young person's needs that embraces the most recent and evidence-based research will result in the best possible outcomes for students
- Are committed to working with therapeutic specialists and external agencies to enhance our provision for our students and their families.
- Support children and young people to recognise and value their own learning journey.

July 2026