



# Recruitment Pack

Data & Exams Manager

JULY 2026

Scale SO1, Point 23-25

37 hrs/week, All Year Round.

Actual salary £34,434 - £36,363

<https://mynewterm.com/jobs/146367/EDV-2026-CHA-22690>



## Vision

To achieve academic excellence, develop character, and raise aspirations for all at **Castle Hall Academy**



**Academic  
Excellence**



**Develop  
Character**



**Raising  
Aspirations**

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## Key Drivers



**Heart**

Developing a  
**strong moral  
compass**



**Mind**

Developing our  
**capacity to  
think**



**Communication**

Communicating with  
**people and cultures  
outside of ourselves**

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## Mission

To become an academy  
**‘where hearts and minds connect’**



Academic Excellence



Developing Character



Raising Aspiration

At Castle Hall we work hard every day to deliver academic excellence, develop character and raise aspirations in everything we do. We exist to tackle educational disadvantage. We have high expectations of students and staff and strive to become better every day creating exceptional learners.

The Data Team is a high performing team with strong values, work ethic and mutual sense of purpose. The team care about the little things, enjoy collaborative working and share unrelentingly high standards.

We have invested significantly in our buildings and environment in recent years with upgrades to all teaching rooms, new heating and windows as well as refurbishment to our science block and a brand-new gymnasium. We have recently upgraded and modernised our Kitchen facilities.

We value staff wellbeing and are constantly seeking ways to support and develop our staff body. We have no staff meetings outside of the Academy Day and have a 1:25pm finish on a Friday.

I am proud to be Headteacher at Castle Hall Academy. I believe that all students deserve access to a world-class education. We have worked hard to improve the provision for our students and community and the students at Castle Hall are now making excellent progress. I tell students frequently how lucky I am to be part of such a fantastic Academy with amazing students, if you too would like to be able to say the same, then Data & Exams Manager could be the job for you!



Paul Brook  
Headteacher



# High expectations of students...

We have high expectations of our students and expect them to be displaying the characteristics of good learners at all times to ensure success in all aspects of their life at Castle Hall Academy.



## Characteristics of Exceptional Learners



### Reasoning

I ask questions about my learning and independently work things out for myself.



### Resilience

When things get challenging, I never give up and learn from my mistakes.



### Responsibility

I choose to do the right thing even when nobody is watching.



### Respect

My behaviour is exceptional. I show respect for all in my community.



### Reflection

I take every opportunity to review and develop my learning and behaviour.

**Work hard, be kind and follow staff instructions - everybody, everyday**



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## Job Description

### Post: Data and Examinations Manager

#### Purpose

To lead and manage the academy's data, reporting and examinations functions, ensuring the accuracy, integrity and effective use of information to support school improvement, strategic decision-making and student achievement. The postholder will be responsible for the effective management of the academy's information systems and examination processes, ensuring compliance with statutory and awarding body requirements.

#### Duties and Responsibilities

##### Data Management:

- Lead on the collection, processing, analysis, and reporting of school data and information.
- Implement, maintain, and update data collection and management systems.
- Lead the development, management, optimisation and security of the academy MIS, ensuring data integrity and effective use across the academy.
- Manage the academy assessment and reporting cycle, ensuring timely collection, validation and dissemination of student performance information.
- Support academy leaders in analysing and interpreting attainment, progress, attendance and behaviour data to evaluate performance and inform improvement planning.
- Produce and present data reports and analysis for senior leaders, governors and Trust leaders to support strategic decision-making.
- Lead the preparation, validation and submission of statutory returns, including school census and other DfE data collections.
- Develop and implement robust quality assurance processes to ensure the accuracy and integrity of academy data.

##### Examinations Management:

- Manage the examination entry process, ensuring compliance with exam board requirements, including the secure storage and preparation of examination materials.
- Liaise with heads of department on examination entries.
- Disseminate information about exams to staff, students, and parents/carers.
- Handle complaints and queries about public examinations.
- Create invigilation timetables and provide information about examination schedules.
- Resolve examination clashes and make appropriate provisions for students.
- Arrange special access arrangements for candidates in liaison with the SENCO.
- Oversee the distribution of results and certificates.
- Retrieve costs of examination entry from absentees and arrange for re-marks and queries about exam results.
- Undertake analysis of examination results and inform the Headteacher promptly.

##### General Duties:

- Provide training, guidance and support to staff in the effective use of data systems and reporting tools.
- Support compliance with GDPR, data protection legislation and information governance requirements relating to academy data systems.
- Maintain confidentiality and comply with the academy's Equal Opportunities Policy.
- Ensure health and safety practices are followed.
- Undertake additional duties as required, commensurate with the level of the job.
- Engage fully in the academy appraisal process to fulfil personal potential and be able to participate effectively in the implementation of the academy's goals and improvement plan.
- Attend meetings/training and carry out tasks and duties as specified on the academy calendar.
- Consistently implement all academy policies.
- Contribute to decision-making and consultation procedures.
- Report any safeguarding concerns immediately to a Designated Safeguarding Lead.

***This job description is not necessarily a comprehensive definition of the post. It will be reviewed annually.***



## Person Specification

### Post: Data and Examinations Manager

Attributes	Essential	Desirable	How Identified
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>Relevant professional qualification or significant experience in data management, examinations administration or school information systems.</li> <li>Evidence of continuous professional development.</li> </ul>	<ul style="list-style-type: none"> <li>Relevant CPD</li> <li>Health and Safety awareness.</li> </ul>	<ul style="list-style-type: none"> <li>Application</li> <li>Certification</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>Values driven</li> <li>Experience of managing a school MIS.</li> <li>Experience of producing performance, attendance and attainment reports.</li> <li>Experience of data analysis to support school improvement.</li> <li>Experience in managing examination processes and compliance with exam board regulations.</li> <li>Significant experience of working within a school data, examinations or administrative environment.</li> </ul>	<ul style="list-style-type: none"> <li>Experience of Bromcom MIS.</li> <li>Experience of SISRA Analytics.</li> <li>Experience of JCQ inspections.</li> <li>Experience of managing examinations as the named Exams Officer.</li> <li>Experience in census preparation and reporting.</li> </ul>	<ul style="list-style-type: none"> <li>Application</li> <li>Interview</li> <li>References</li> </ul>
<b>Knowledge and skills</b>	<ul style="list-style-type: none"> <li>Strong analytical skills with the ability to interpret complex data.</li> <li>Excellent organisational and time management skills.</li> <li>Ability to analyse and interpret student performance information and present findings clearly to a range of audiences.</li> <li>Proficiency in using data management software and Microsoft Office Suite.</li> <li>Ability to work under pressure and meet tight deadlines.</li> <li>Strong communication skills, both written and verbal.</li> <li>Ability to work collaboratively with staff at all levels.</li> <li>Ability to maintain confidentiality and high level of accuracy.</li> <li>Experience of providing excellent customer service.</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of JCQ, Ofqual and awarding body regulations.</li> </ul>	<ul style="list-style-type: none"> <li>Application</li> <li>Interview</li> <li>References</li> </ul>
<b>Character</b>	<ul style="list-style-type: none"> <li>High level of accuracy and attention to detail.</li> <li>Commitment to maintaining confidentiality.</li> <li>Proactive and able to use initiative.</li> <li>Flexible and adaptable approach to work.</li> <li>Commitment to safeguarding and promoting the welfare of students.</li> <li>Committed to equality of opportunity for all and making all members of the community feel valued and respected.</li> <li>Act as a role model to staff and pupils.</li> <li>Commitment to regular and ongoing professional development and training to establish outstanding practice.</li> <li>High expectations for accountability and consistency.</li> </ul>	<ul style="list-style-type: none"> <li>Willingness to develop own understanding and capability through advice and training</li> <li>Ability to think clearly and remain calm in emergencies</li> </ul>	<ul style="list-style-type: none"> <li>Application</li> <li>Interview</li> <li>References</li> </ul>





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