



**TAPESTRY
LEARNING
PARTNERSHIP**

JOB OPPORTUNITY

MIS Data & Exam Officer

**City of Derby Academy, Sinfin,
Derby**

Permanent

37 hours per week, 42 weeks per year

Pay Scale 6: £28,995-£30,962 Pro rata (£31,870-£34,032 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 Leader to join our hardworking team.

About the Role

As a MIS Data & Exam Leader at City of Derby Academy, you will be expected to maintain the academy's MIS, ensuring accurate and up-to-date data is readily available as required. You will manage the effective and efficient administration and delivery of all examinations in accordance with JCQ regulations and awarding body requirements.

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

Closing date for applications: Sunday 7th June 2026

Interview date: TBC

Potential Start date: As soon as possible

JOB DESCRIPTION



- Post Title:** MIS Data & Exams Officer
- Reporting to:** Assistant Headteacher
- Scale:** Pay Scale 6
- Disclosure Level:** Child Workforce - Enhanced, Children's Barred List

Purpose of the Post

To manage and deliver the school's data and examinations functions on a day-to-day basis, ensuring accuracy, compliance with statutory and regulatory requirements, and effective operational support for staff, students, and leaders.

The role is operational, focused on implementation, coordination, quality assurance, and compliance, rather than strategic planning or school improvement strategy.

Key Responsibilities – Data (MIS)

- Manage the day-to-day operation of the school MIS, ensuring data is accurate, complete, and up to date.
- Coordinate the preparation and submission of statutory returns, including school census and workforce census, in line with published deadlines.
- Maintain and oversee student assessment, attainment, and progress data held in the MIS.
- Produce routine and ad-hoc data reports for senior leaders, Trustees, governors, and staff as requested.
- Ensure student records include required information such as attendance, assessment data, SEND indicators, and personal details.
- Input and maintain curriculum and timetable data within the MIS.
- Provide practical support and guidance to colleagues on the correct use of MIS and data systems.
- Carry out regular checks to ensure data meets required quality and compliance standards.

Key Responsibilities – Examinations

- Manage the administration and delivery of all internal and external examinations in accordance with JCQ regulations and awarding body requirements.
- Act as the school's main operational point of contact with examination boards.
- Manage exam entries, access arrangements administration, results processes, and post-results services.
- Coordinate exam timetabling, rooming, seating plans, and the secure handling of examination materials.
- Recruit, deploy, and supervise invigilators during examination periods.
- Support and manage investigations into exam irregularities or malpractice in line with published procedures.
- Manage the day-to-day organisation of exam periods to ensure a calm, compliant environment for students.

Line Management and Working Responsibilities

- Line manage the MIS Data & Exams Administrator, providing supervision, workload coordination, and day-to-day guidance.
- Work closely with senior leaders to deliver required data and examination processes, implementing agreed requirements rather than setting strategic direction.
- Liaise with teaching staff, support staff, students, parents, and external agencies as required.

Person Specification

MIS & Data Officer

Post requirements	Essential	Desirable	Evidence and Assessment
Qualifications			
Good basic education to GCSE level in literacy and numeracy, or the equivalent. GCSE English and Maths A* - C / Grade 4 and above.	✓		Application form, certificates
Degree or equivalent.		✓	Application form, certificates
Leadership or data management qualification.	✓		Application form, certificates
Knowledge and experience			
Strong knowledge of JCQ regulations and GDPR.	✓		Application form, selection process, references
Significant experience of school MIS and examinations administration.	✓		Application form, selection process, references
Ability to analyse and present complex data effectively.	✓		Application form, selection process, references
Proven ability to lead and support staff.	✓		Application form, selection process, references
Experience working in a secondary school.	✓		Application form, selection process, references