

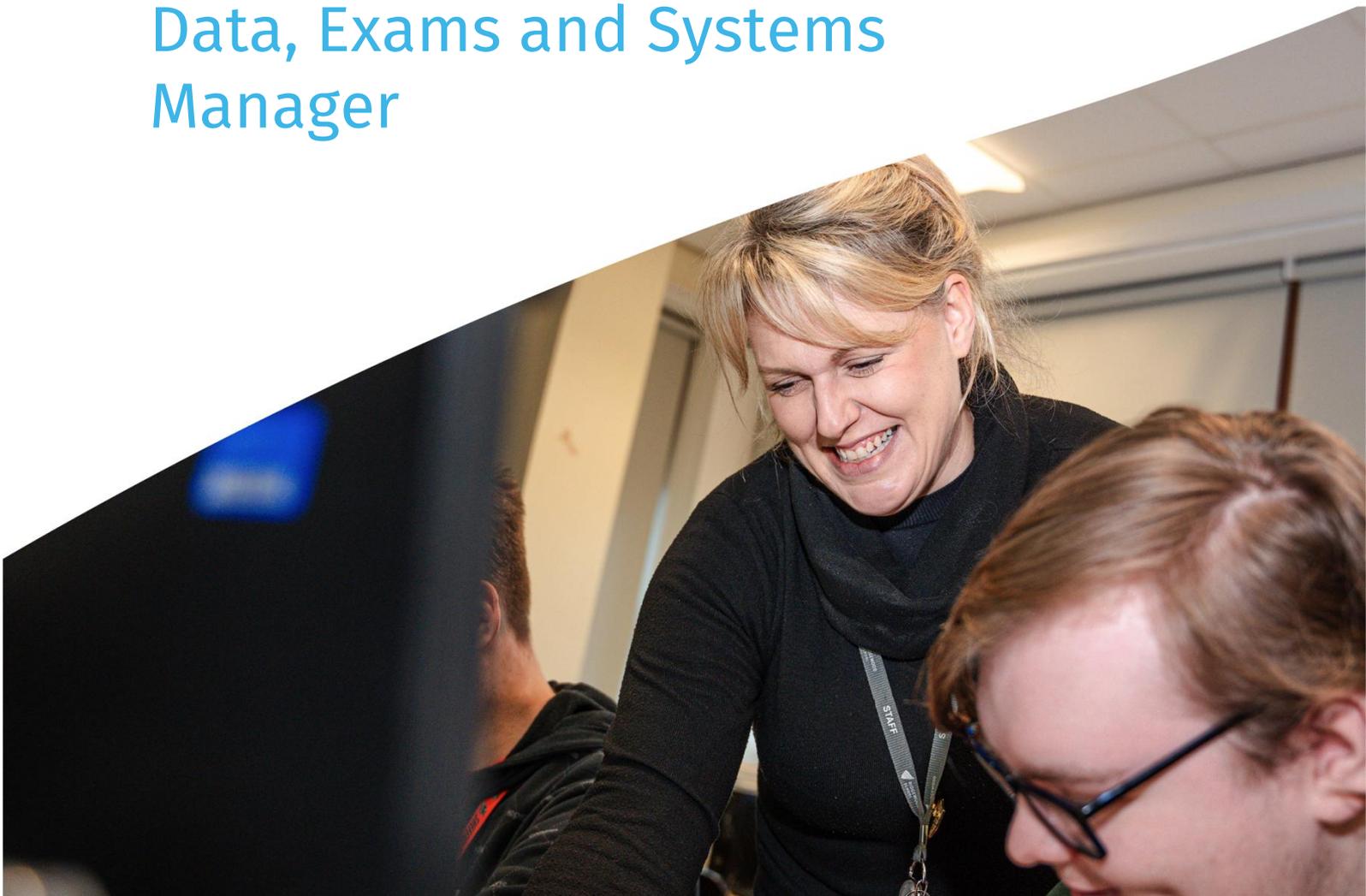


RIDGEWOOD  
SCHOOL



# Recruitment Pack

Position:  
Data, Exams and Systems  
Manager



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# Letter from the Headteacher

**Dear applicant,**

Thank you for showing an interest in this post and for considering Ridgewood School for the next stage of your career.

The school's values of respect, responsibility and resilience permeate all aspects of school life and are central to our work at Ridgewood. I am extremely proud of our school and the high quality education we provide. We insist on high standards of conduct from all our students and we expect them to behave impeccably: treating each other, our staff and visitors with kindness and respect. I have found Ridgewood School to be the most rewarding place to work. The staff, students and wider community have been incredible to work with and I am confident that the successful candidate will receive the same warm welcome.

Never has there been a better time to join us. We are in the early stages of planning a multi-million-pound new build that will ensure that the staff and students benefit from 21st Century resources. We are regularly oversubscribed in Year 7 and our Post-16 provision is thriving. For an informal conversation with me about the school or the role, or for a visit, please use the 'Contact Us' facility on our website.

Yours faithfully,

**Andy Peirson**

Headteacher  
Ridgewood School

# Values and Ethos

## Our Values

We educate the whole child. Ridgewood School seeks to provide all its students with the opportunities and support which enable them to achieve and exceed their potential, not only in terms of academic achievement, but as a valuable member of the school community, and of the wider society beyond.

## Ethos and Aims

- To raise the aspirations of students so they desire to achieve and exceed targets set for them, both within and beyond the classroom.
- To engender a sense of collaborative purpose, so students and staff work together to achieve their best.
- To care for students as individuals and to respect their talents, aspirations, strengths and unique qualities.
- To provide opportunities for students to be engaged, interested and challenged by what they do and learn, every day.
- To continually strive for improvement in all areas, through hard work, resilience and determination.



# Our Values

We're proud of our high standards, exciting progress and strong values.



When we are kind to each other, everyone thrives.



When we take accountability for our actions, we can be proud of our achievements.



When we stay positive and try hard, we will achieve our goals.

Prepare for the road ahead.

# What makes Ridgewood School special?

Staff and students at Ridgewood work hard every day to embody the school's core values: **Respect, Responsibility and Resilience**. We are enjoying a trajectory of continued success and look forward to welcoming a successful applicant who can join us on our journey. We became a standalone academy in 2011, and we are incredibly proud of the progress we have made as a school, having laid strong foundations for further improvement going forward.

Our school motto, '**Prepare for the road ahead**', represents our belief in preparing our staff and students for their future. We exemplify our motto not only in terms of academic achievement, but also in terms of the training, enrichment and experiences which make us all model citizens. Our school values underpin what we do and contribute to our ethos in everything we undertake as a school community. We set our standards high and do not compromise, because we believe in the best for everyone.



## Our Curriculum

Our academic curriculum aims to offer students of all abilities and talents an opportunity to develop their knowledge and skills across a wide variety of subjects. We are committed to providing a curriculum which is challenging yet accessible, and which fosters a love of learning, as well as enabling students to achieve success in exams and assessments. Students follow a two-week timetable in order to maximise learning time. We regularly review our curriculum, to ensure that the needs of all our students are being met. More details of each subject can be found on our website.

# Job Description

**Post Title:** Data, Exams and Systems Manager

**Grade / Hours:** Grade 9/37 hours per week full time

**Responsible to:** Associate Assistant Headteacher: Raising Standards & Outcomes

**Purpose of role:**

To lead and strategically manage the school's assessment, attainment and progress data, ensuring accurate analysis, statutory compliance and high-quality reporting to drive school improvement.

To maintain the integrity of the school as an examination centre, ensuring full compliance with awarding body and regulatory requirements.

To oversee the development, implementation and optimisation of the school's MIS and associated systems, ensuring robust processes that support curriculum planning, timetabling and operational effectiveness.

**Main duties and responsibilities:**

**DATA**

- To carry out thorough in-depth analysis throughout the year of attainment and progress data (using resources such as Analyse School Performance, SISRA, IDSR, internal assessments and associated resources) and present findings to senior leaders and teaching staff in a variety of ways.
- To produce and develop clear, concise, accurate analysis reports for all year groups to raise standards of subject, department and student performance.
- To be able to produce data for the Headteacher's Report to Governors, for Subject Evaluations and at other key points in the academic year.
- Lead the setting up and maintaining mark sheets in the MIS that collect data from internal assessments and Creating Futures reports. Follow up with Curriculum Leaders as required.
- To ensuring that there are no gaps in student data and reports are completed on time and are accurately written.
- To manage and maintain SISRA and be responsible for extracting data from the MIS to SISRA and making it available to staff in a timely manner.
- To lead on all DfE statutory returns including but not limited to:
  - KS4 and KS5 data checking as may be required, e.g. June and October DfE returns.
  - School Census.
- To maintain the accuracy of Pupil Premium data vis DfE Key to Success.
- In collaboration with appropriate staff, ensure that all statistical returns to Ofsted, local and national government are accurate and submitted on time.

**TIMETABLE**

- Support the Senior Leadership Team in the creation of an innovative curriculum model that is both broad and varied and have technical responsibility for completion, implementation and maintenance of the timetable.
- Support the Assistant Headteacher with the Guided Choices process in a timely manner in order to plan staffing requirements early in the school year.

- Support the Assistant Headteacher with the Guided Choices process to, ensure that students and parents are well informed of options available to them and the importance of certain subjects in future career choices.
- Work alongside school admissions to ensure that new students to the school are interviewed to determine options preferences and provided in a timely manner with a timetable that reflects subject choices.
- Produce staff, student, department and whole school timetables and perform beginning and end of academic year procedures for the MIS.
- Support the development and maintenance of all current and future MIS modules used by the Data and Exams Team, working closely with the Senior Leadership Team and Operations Manager.
- Keep abreast of all aspects of data and accountability measures and keep Senior Leaders and Curriculum Leads briefed at all times.
- To manage, maintain the integrity of and oversee the use of timetabling (including intra- year) and the MIS Course Manager.
- To ensure the MIS is up to date for staffing and rooming.
- Collaborate with other leaders to ensure that the duty rota is incorporated into the main school timetable system.

#### **EXAMINATIONS**

- To support the Exams Officer, in their facilitation of all public and internal examination and assessment arrangements.
- To support the production of seating plans and desk numbering within the MIS.
- To support the organisation and management of an effective exam team which will include invigilators.
- To support, the download and collation of public examination results in a timely manner.
- To support, the preparation of results for students including organisation and transmission of certificates.
- To support with the Exam Access Arrangements process. Providing students with their EAA during internal and public examinations.
- Work alongside the SENCO and the SEN department to gather normal way of working evidence for EAA.
- Preparation of examinations data for departmental and teacher self-evaluation and target setting.
- Delivery of effective exams analysis for staff.

#### **LINE MANAGEMENT AND TRAINING**

- Manage members of the team as directed by the Assistant Headteacher.
- Provide significant and well-informed training to colleagues on new systems that may be put in place across the school.
- Ensure that other colleagues within the team are trained in the basic areas of assessment, curriculum and timetabling management.
- Continuously monitor the external environment for changes in legal requirements. Provide immediate and well-informed training to relevant colleagues within the school as required.

#### **MISCELLANEOUS**

- To participate in the process of appraisal.
- To network with other Exams, Data and Systems Managers outside of school and share

best practice.

- Cover for absent colleagues and interchange duties as necessary at busy times.
- To undertake training to develop further all aspects of the school's data management systems, and to assist in the training of other staff.
- To ensure that the school's MIS software is up to date working through the school's network, liaising with Leger IT to coordinate update installations.
- To ensure that activity undertaken in this role complies with the Data Protection Act and GDPR regulations.
- To maintain a detailed working knowledge of all areas of the MIS.
- To attend meetings as required.
- To communicate with students in a professional, formal and consistent manner.
- Occasionally there may be a requirement to undertake work outside normal office hours to meet the variable nature of workloads and deadlines.
- To be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions.
- To co-operate with the employer on all issues to do with Health, Safety and Welfare.
- These duties and responsibilities should be regarded as neither exhaustive nor exclusive as the postholder may be required to undertake other reasonably determined duties and responsibilities commensurate with the grading of the post.
- Undertake such other duties that may from time to time be reasonably requested.
- To undertake appropriate training as required, in order to be able to undertake the duties and responsibilities that are required.

This job role sits alongside the requirement for staff to abide by all school policies and relevant national and local requirements including terms and conditions and national standards. This job profile is not exhaustive and the post holder may be required to undertake other duties as necessary and appropriate.

Note: This job description is not your contract of employment or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed.

**All posts at the school are subject to a six month probationary period. Confirmation of the position is subject to satisfactory completion of this period.**

# Person Specification

ATTRIBUTES/ REQUIREMENTS	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
<b>EDUCATION, QUALIFICATIONS AND VOCATIONAL TRAINING</b>	<ul style="list-style-type: none"> <li>GCSE English and Maths at grade 4/C or above</li> <li>Willingness to obtain and/or enhance qualifications and training for development in post.</li> <li>Highly skilled user of Excel.</li> </ul>	<ul style="list-style-type: none"> <li>Relevant degree</li> <li>Further accredited study</li> </ul>	Certificates Application Interview
<b>RELEVANT EXPERIENCE/ SKILLS</b>	<ul style="list-style-type: none"> <li>Excellent knowledge of systems used for data analysis such as SIMS, Excel and SISRA.</li> <li>Significant experience of extracting, interpreting and forecasting complex data for pupils and students for the purpose of raising achievement.</li> <li>Experience of tracking data and producing accurate and well-presented reports.</li> <li>Experience of managing exams and excellent knowledge of the requirements for examination entries for GCSE, A Level and Vocational Technical Qualifications.</li> <li>Knowledge and understanding of successful assessment and reporting structures and procedures.</li> <li>Experience of the performance indicators used to evaluate school performance.</li> <li>Evidence of the ability to work to high standards of accuracy, including the ability to analyse and work methodically with an eye for detail.</li> <li>High levels of literacy and communication skills.</li> <li>Ability to build strong relationships and networks with stakeholders.</li> <li>Self-motivated with the ability to work with minimal supervision.</li> </ul>	<ul style="list-style-type: none"> <li>Experience of leading a team.</li> <li>Experience of leading and managing change.</li> </ul>	Application Interview References
<b>PERSONAL CHARACTERISTICS</b>	<ul style="list-style-type: none"> <li>Able to work in and adapt to a fast-paced, changing environment.</li> <li>Able to problem solve and develop solutions.</li> <li>Ability to handle confidential information.</li> <li>Effective time management skills and able to take responsibility for workload and to prioritise tasks.</li> <li>Able to work collaboratively with others.</li> <li>Demonstrates a positive attitude, professionalism, passion, energy and a willingness to support all students,</li> </ul>		Application Interview References

	<p>staff and other stakeholders.</p> <ul style="list-style-type: none"><li>• Demonstrates integrity, fairness and consistency in all working practices.</li><li>• Motivated and committed to continuous improvement.</li><li>• Good level of attendance and punctuality</li></ul>		
<b>The post is subject to a satisfactory record check being undertaken by the Disclosure &amp; Barring Service</b>			

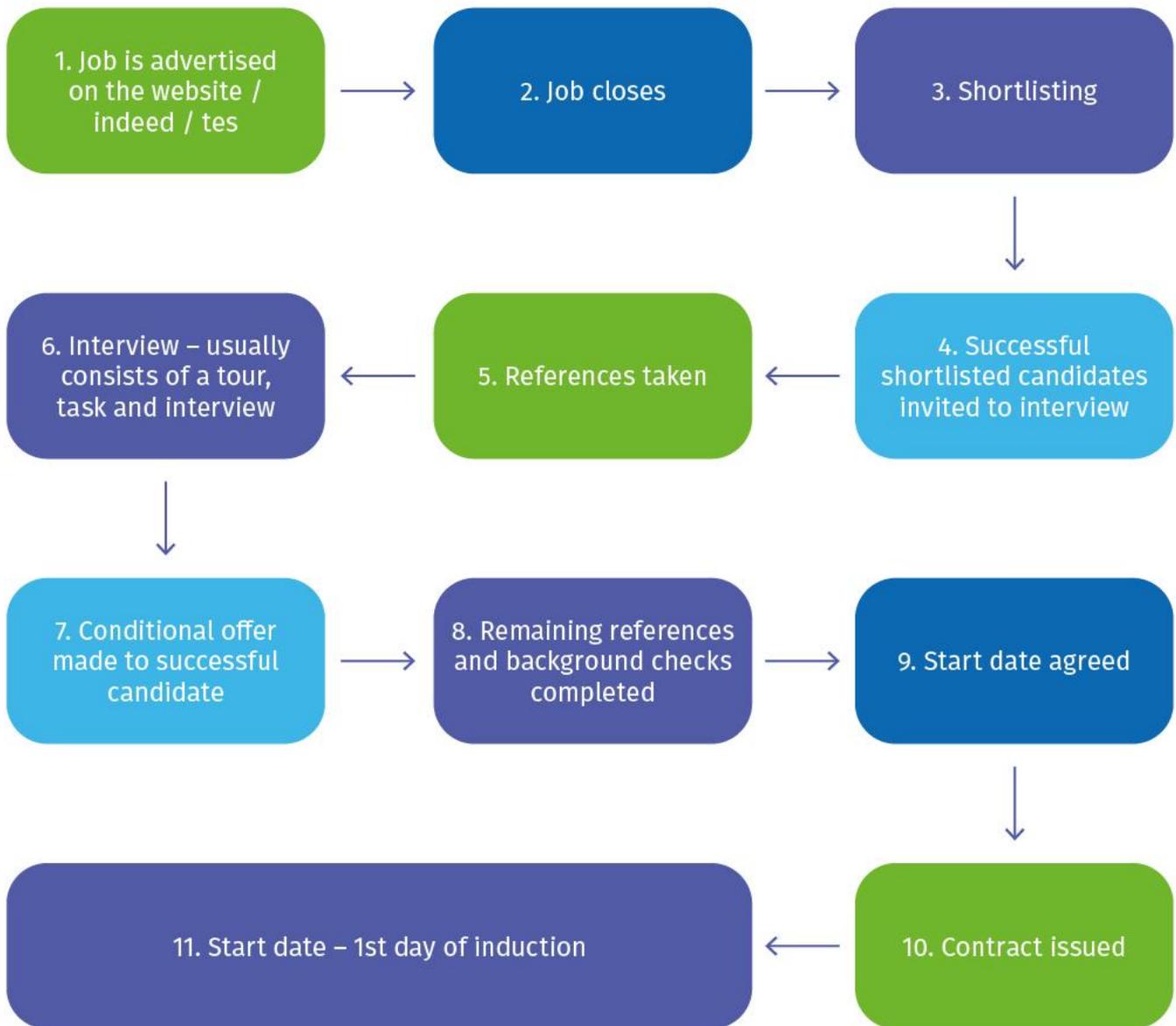
# Development Opportunities

At Ridgewood, we are committed to offering our staff every opportunity to become the best they can be. Our evidence-based training packages, for staff at all stages of their career, are second to none. In addition to our whole school and departmental training, we also offer a personalised coaching programme, NPQs and bespoke CPD, relevant to the person's role. CPD at Ridgewood is varied and matched to the needs of our staff, both teaching and associate. Our innovative, research-led Disciplined Inquiry is a key driver in providing the best teaching and learning for our students, as our teachers engage in evidence-informed practice of their choice.

At Ridgewood, we also value a variety of forms of CPD. Training, coaching, shadowing of roles and one-to-one support are key development opportunities to support our team to develop effectively in their roles, and to understand how to make the next step in their career. In 2025, we received the Teacher Development Trust Gold Award, demonstrating our commitment and passion to providing excellent, evidence-based CPD for all teaching and associate staff. We are currently working with the Chartered College of Teaching as part of a pilot to achieve their Research Mark award, which recognises excellent commitment to evidence-informed professional development.



# Our Recruitment Process



# Job Advert

**Post:** Data, Exams and Systems Manager (37 hours per week, full time)

**Salary:** Grade 9 (£39,862-£46,142)

**To start:** As soon as possible after appointment

## ***What makes Ridgewood School special?***

At Ridgewood School we are extremely proud of our school and the high quality of education that we provide, including our popular and highly successful Sixth Form. Our school motto, 'Prepare for the road ahead,' represents our belief in preparing our students for their future, not only in terms of academic achievement, but also in terms of the training, enrichment and experiences which will enable them to become model citizens and responsible members of the community. Our school values: Respect-Responsibility-Resilience, underpin what we do every day and contribute to our ethos in everything we undertake as a school community. In our most recent Ofsted, we achieved a 'Good' rating in all categories, and we are committed to this trajectory of success for our students as we aspire to move from 'Good to Great.' As part of this journey, in July 2023, we joined Leger Education Trust and collaborate with other schools within the trust to develop both our students and staff and be the very best that we can be.

We are looking to appoint a friendly and adaptable Data, Exams and Systems Manager, to lead and strategically manage the school's assessment, attainment and progress data and maintain the integrity of the school as an examination centre.

## ***Why is the role of Data, Exams and Systems Manager right for you?***

We are committed to offering the staff who work at Ridgewood every opportunity to become the best they can be. Our training packages, for staff at all stages of their careers, are second to none. As well as our whole school and departmental training, we also offer a personalised coaching programme, NPQs and bespoke CPD, relevant to the person's role. In 2025, we received the Teacher Development Trust Gold Award, demonstrating our commitment and passion to providing excellent CPD for all teaching and associate staff.

If you are seeking a dynamic, innovative and caring school, dedicated to the development of staff and our students' success, Ridgewood is the school for you.

Candidates are required to possess GCSE English and Maths at grade 4/C or above

You can apply for this role by following the link below

<https://mynewterm.com/jobs/137603/EDV-2026-RS-37796>

We strongly encourage visits from potential candidates – please contact the school to arrange this.

**The closing date for this post is 9am Wednesday 18 March 2025. Interviews will be held soon after.**

*Ridgewood School reserve the right to close this advert prior to the closing date above.*

The school is committed to safeguarding and promoting the welfare of children and applicants will undergo child protection screening appropriate to the post, including checks with past employers. The role is exempt from the Rehabilitation of Offenders Act 1974 and therefore candidates will be subject to an enhanced DBS certificate, the role is engaged in regulated activity and will therefore require a children's barred list check. Shortlisted Applicants will be required to complete a self-disclosure.

*The school operates a no smoking policy.*

**Ridgewood School**  
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**RIDGEWOOD**  
SCHOOL



 01302 783939

 [www.ridgewoodschool.co.uk](http://www.ridgewoodschool.co.uk)