



LYDIATE
LEARNING
TRUST

ENGAGE, ENABLE,
EMPOWER



DEYES
HIGH
SCHOOL

LYDIATE
LEARNING TRUST

Applicant Information Pack

Data & Exams Officer

Deyes High School



Start Date:	01 September 2026
Closing Date:	8:00am, Monday 04 May 2026
Shortlisting:	Tuesday 05 May 2026
Proposed Interview Date:	TBC
Post Scale:	NJC SCP 22 - 25
Salary:	£33,699 - £36,363 FTE Pro rata salary £30,743 - £33,173
Contract Term	Full Time/Term Time plus 15 days Permanent

Welcome from the Head of School



Dear Applicant,

Thank you for your interest in the position of Data & Exams Officer. This pack has been designed to help you should you choose to submit an application to us, which we sincerely hope you do. We hope it answers all of your initial questions, but if not, please do not hesitate to contact us and we will endeavour to help you through your application.

Deyes High School is proud to have been the founding school in Lydiate Learning Trust. As a Trust we are expanding and working together across both the primary and secondary sectors with the ambition of becoming outstanding. Our place in Lydiate Learning Trust enables us to benefit from a wealth of collaboration in all aspects of school life, from leadership and teaching and learning to professional development and our people strategy.

Deyes High School is a vibrant, ambitious and oversubscribed school that is rated 'good' by Ofsted. Our ambition is to be 'outstanding' in all areas and welcome your application to be part of that journey.

In June 2025 all phases of our new state of the art building were completed and is now fully operational. Staff and students are now benefitting from our modern building which spans three floors and boasts a host of state-of-the-art facilities, including high-tech classrooms, specialist science laboratories, a learning resource centre, an art studio and a multi-use games area. Our new building is net zero carbon in operation, with photovoltaic panels for solar power, hybrid natural vent units and three air source heat pumps. The school grounds include large playing fields and sports pitches, a wildlife garden, a nature trail, and a habitat area to support learning and promote wellbeing for our 1,400 students.

Alongside, and no less important, is our excellent performance. We work hard to ensure that Deyes offers a friendly, welcoming and enriching environment for all, including those who work, visit and study here.

Whilst we are proud of our achievements, we strive to improve year on year whilst maintaining the happy atmosphere for which we are renowned. We match our goals by the whole school community working together as a team.

Our people are at the heart of our success. We have developed a strong culture of collaboration and best practice, with professional development and career planning at its centre. We invest in our staff with support, coaching, mentoring, and a wide range of top-quality training programmes delivered at every level to senior leadership.

If you feel you are up to the challenge, keen to do well and would enjoy working at Deyes High School, then please apply.

We do hope you are that special person we are looking for and we look forward to hearing from you.

Warmest wishes,



Victoria Beaney
Head of School

About Us

Our **mission** is to engage with all within our Trust and beyond to enable them to show the world their particular strengths, their ideas and their passions. We aim to **Engage, Enable** and **Empower** all learners, young and old, across Lydiate Learning Trust to ensure our schools are outstanding.

Our Values

Our values guide the decisions we make every day.

- **RESPECT FOR OTHERS** - Show respect for and value all individuals for their diverse backgrounds, experiences, styles, approaches, ideas and beliefs.
- **TRUST** - We build trust through responsible actions and honesty.
- **PERSONAL ACCOUNTABILITY** - Take personal accountability for behaviour, actions, words and results.
- **SOLUTION FOCUSED** - Focus on finding solutions and achieving great things.
- **CAN DO ATTITUDE** - Adopt a determined attitude and work hard to get the job done.
- **COLLABORATION** - We achieve more when we work together, support each other and collaborate.
- **COMMITMENT TO SELF AND OTHERS** - Personal commitment to success and wellbeing of others in your class or team.
- **RESILIENCE** - We strive harder and are more determined to overcome challenges.
- **PRIDE** - Be proud of being part of Team Lydiate, celebrating your own and others' success.

Our Aims

We pride ourselves on our values and always try to do what is right, so that all learners reach their full potential, regardless of their starting point.

ENGAGING

1. Engaging with all learners, breaking down barriers, to develop an intrinsic love of learning.
2. Engaging with staff so that they are highly valued and listened to.
3. Engaging with families so they can work alongside their child and school on the learning journey.

ENABLING

1. Enabling all our staff, and those in other academies, to reach their potential through effective CPDL, providing first class quality experiences for all.
2. Enabling a happy, safe, supportive environment for all.

EMPOWERING

1. Empowering learners to take personal responsibility for their future, with a lifelong love of learning.
2. Empowering learners with the tools for academic success and happiness.
3. Empowering learners to develop the self-esteem and confidence which are necessary for a full and happy life.
4. Empowering learners to have a pride in their work, respect for their surroundings and good relationships with others at school and in the local and wider community.
5. Empowering leaders at all levels to lead ethically, with high levels of perseverance, proficiency and integrity.
6. Empowering the wider community to work alongside us to our mutual benefit.

We can we offer you

At Lydiate Learning Trust, we take pride in our inclusive culture. We believe in recruiting talented and capable individuals, developing them to achieve their career ambitions, and thereby engaging, enabling, and empowering our young people. Our staff play a crucial role in ensuring the future success of our students and our Trust. We are proud to have created an environment that prioritises young people and fosters growth and development for all.

Lydiate Learning Trust is forward-thinking, and if you join our team, your professional development will be as important to us as it is to you. We aim to equip our staff to deliver their best by offering a generous benefits and training package. We offer:

- ❖ A future vision map and professional development
- ❖ A highly competitive salary
- ❖ A staff development programme and appropriate CPDL
- ❖ Excellent occupational health and employer assistance programme
- ❖ Cycle and Technical salary sacrifice scheme
- ❖ Family friendly policies
- ❖ Union recognition
- ❖ A friendly Trust which looks after the wellbeing of its staff
- ❖ Coaching (internal and external to the Trust)
- ❖ A high quality and supportive onboarding programme
- ❖ A modern and relevant approach to appraisal
- ❖ Annual Flu Jabs
- ❖ An excellent Pension Scheme
- ❖ Personal recognition and reward

Safeguarding

The Lydiate Learning Trust is strongly committed to Safeguarding and promoting the welfare of students and expects all staff and volunteers to share this commitment and maintain a vigilant and safe environment.

All staff will be expected to follow the school's child protection policy, code of conduct for adults and managing allegations against staff procedures. All posts are subject to an enhanced DBS check and medical clearance.

Equal Opportunities

Lydiate Learning Trust is proud to be an equal opportunities employer. We welcome applications from all individuals and are committed to ensuring that no applicant or employee is treated less favourably on the grounds of sex, sexual orientation, marital or civil partnership status, race, religion or belief, colour, nationality, ethnic or national origin, or disability. We are dedicated to creating a fair, inclusive working environment and to removing barriers that cannot be objectively justified.

How to apply

If you are interested in joining us on our journey, please apply by completing the online application form via our website [Current Opportunities – Lydiate Learning Trust](#)

Job Description – Data & Exams Officer

Purpose	<ul style="list-style-type: none"> To manage and maintain the Academy MIS and our various platforms which currently include SIMS, School Synergy and SISRA. To work closely with the SLT lead for the school timetable, supporting the annual development and production of the whole school timetable. To lead on the management of whole school data, producing reports and statistical returns as appropriate. To manage and support members of the team including the Data and Exams Assistant. To manage the exams process. To support the senior leader in developing the use and application of all data systems to ensure that all staff effectively use systems in their role. To remain up to date and skilled in all functions of data systems including Sims, Synergy and Sisra. To liaise with the Trust Data and Analytics Manager to ensure that all Trust systems are fully implemented.
Reporting to	Senior Leadership Team
Salary	NJC SCP 22 – 25
Contract	<p>Full time 37 hours per week/permanent</p> <p>Term time only plus INSET days and 10 additional days to support the KS4 and KS5 results during August and agreed with Line Manager.</p>

Main Duties & Responsibilities	<ul style="list-style-type: none"> Line manages the Exam & Data Support Assistant and be responsible for their performance management. To effectively manage and maintaining the SIMS information management system. Ensuring all aspects of SIMS are running correctly and all staff competent and efficient in its use. In conjunction with the Trust Data Manager, ensure the accurate completion of the Census and QA the accuracy of Post 16 census – working with various data teams to ensure data is recorded correctly and securely into the SIMS system and uploaded to external partners when needed. To QA Academy's reporting system. To implement a programme of training and support to staff using the SIMS. Provide the first line of support to staff with regards to SIMS and data production. To oversee Course Manager within SIMS. To be responsible for the maintenance of the school's management information system (SIMS) and managing staff training with regards to this. To be responsible for the effective administration of collection, collation processing, distribution, and analysis of data.
Assessment, Reporting & Recording	<ul style="list-style-type: none"> To manage the Academy achievement reporting system SISRA. To manage the Academy system Synergy to include uploading documents, AP reports and exam/assessment timetable information. To manage Academy's assessment entry system on SIMS. To work with SLT lead for Outcomes and ARRT on all aspects of student reporting e.g., progress monitoring sheets after each AP point. To manage the student assessment data input int SIMS. To ensure that the Academy complies with the regulations of the Data Protection Act. Ensure periodic cleansing of data on MIS systems and other data systems.

	<ul style="list-style-type: none"> • The updating and the extraction of information and reports as directed by the ARR calendar. • Build SIMS reports, progress reports and templates in readiness for populating. • Build Synergy reports and templates as required. • Ensure information and data for parent reports are completed in time for production and distribution. • To analyse and distribute student attainment data: CATs, SATs, report grades, examination results, gender information, student groups for use in target setting, prior attainment information, Ofsted analysis, etc. • QA of data in SISRA, ensuring the Academy is using live data from SIMS. • Produce local reports for SLT and AGC meeting as requested.
Exams	<ul style="list-style-type: none"> • To oversee all aspects of the exam season including examination entries and results. • Liaise with Cover Manager regarding invigilators. • Managing examination entries, timetables, resources, conditions/environment and deployment of staff in line with School's Examination Policy and statutory requirements. • To line manage to exams assistant responsible for the day-to-day administration of the external and internal examination seasons. • Oversee the internal assessment calendar • To cover the exams and data admin assistant role where necessary.
Timetable	<ul style="list-style-type: none"> • Have an understanding a of new academic year setup. • Prepare a new academic year calendar in SIMS. • Promote students into the New Year structure incrementing their curriculum years. • Ensure and manage the smooth transition from one academic year to the next with all sections of SIMS. • Update and apply periodic and casual changes to timetables, courses, teachers, and rooms. • Ensure accuracy of pupil data form groups/class groups and year groups. • To manage the setting and banding within SIMS in conjunction with school staff member responsible. • Maintain and check course information sheets alongside course manager information.
Student Data	<ul style="list-style-type: none"> • To update all student data in KS3/4. • To manage the Options process on Sims. • To set up and coordinate the admissions process for new intake and mid-year starters. • To import and export CTF Files from the system. • Complete ULN batch uploads and UPN/ULN retrieval from government systems. • To mark students as leavers. • To import pupil premium data file and update pupil premium data in SIMS. • To maintain and review the FSM Lists to ensure student information accuracy. • To work with Pastoral colleagues to produce weekly reports on ATL and rewards.
Team Leader Responsibilities	<ul style="list-style-type: none"> • Lead the Exams and data support team including deployment and allocation of responsibilities/duties; ensuring that satisfactory levels of performance are maintained, and that staff are acquainted with and have undertaken training in Health and Safety procedures. • Attendance at all Team Leader meetings. • Monitoring of staff performance, providing training and development as necessary. • Train staff in the use of SISRA within the school.

	<ul style="list-style-type: none"> To be involved in the discipline of staff in accordance with the School Procedures. Carry out annual appraisals for team members.
Other Duties	<ul style="list-style-type: none"> Any other duty deemed commensurate with the pay grade as directed by the Business Development Manager or Headteacher.
Training & Development	<ul style="list-style-type: none"> To have personal responsibility for your own continuing professional development. To seek support and guidance for your training and development need from your Line Manager. To participate in annual staff appraisal scheme and undertake development activities to achieve personal targets.

The above requirements are specific to the role and complement the current duties for this position. It is current at the date shown, but following consultation with you, may be changed to reflect or anticipate changes in the job that are commensurate with the salary and job title.

Person Specification – Data & Exams Officer

Qualifications	
Educated to at least A level or equivalent or have relevant vocational experience.	E
Relevant qualification in ICT/business administration.	E
Analytical skills.	E
Vocational qualifications relating to software systems.	D
Evidence of continuing professional development.	D
Formal further education qualification in relevant discipline.	D
Experience	
Experience of producing accurate data for reporting.	E
Information gathering and analysis.	E
Experience of presenting data in a user-friendly format.	E
Experience of managing and developing data systems, such as SIMS.	D
Experience of working in a data management role.	D
Experience of web development.	D
Experience working in an educational environment.	D
Skills	
Excellent IT skills.	E
Ability to focus on detail and accuracy when compiling reports.	E
Excellent communication skills.	E
Excellent organisational and planning skills including the ability to be flexible in order to achieve targets.	E
Ability to work to deadlines.	E
Ability to form good working relationships with colleagues and external clients.	E
Enthusiastic, innovative, and forward-looking.	E

Use own initiative and solve problems independently.	E
Ability to hold staff to account for non-compliance to school policy.	E
Manage and deploy staff.	E
Excellent leadership skills.	D
Ability to work with and lead a diverse team of staff.	D
Sense of humour.	D
Knowledge of school timetable.	D
Knowledge of statutory data reporting requirements such as school census.	D
Ability to work to professional standards, to develop effective working relationships, think independently and make judgements and to influence others through persuasion/discussion.	D
General	
Ability to make a proactive contribution to the work of the team supporting children, their families, and carers through thinking, planning etc.	E
Ability to work with parents and carers to improve support for children.	E
Ability to work effectively with a range of adults.	E
Ability to establish rapport and respectful and trusting relationships with children, their families and carers and other adults.	E
Contribute to the development and implementation of effective systems to share information.	E
Excellent organisational skills.	E
Ability to remain calm under pressure.	E
To be flexible.	E
Follow instructions accurately.	E
Use own initiative and work independently.	E
Ability to manage own time effectively.	E
Ability to adapt quickly and effectively to changing circumstances, situations.	E
Understand procedures and legislation relating to confidentiality.	E
Demonstrate a clear commitment to develop and learn in the role.	E
Constantly improve own practice/knowledge through self-evaluation and learning from others.	E
Demonstrate creativity and an ability to resolve problems independently.	E
Essential Requirements (*Following an initial offer of appointment)	
Positive recommendation from all referees, including current employer.	E
Enhanced DBS	E
Medical clearance*	E