

Holy Cross Catholic Multi Academy Company (MAC)



Achieving together in faith

Data, Exams and Curriculum Manager Application Pack



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Applications must be made via the **My New Term** jobs portal

If you have any questions regarding this vacancy, please contact:

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Holy Cross Catholic
Multi Academy Company
Achieving Together in Faith



December 2025

Dear Candidate

On behalf of the Board of Directors for Holy Cross Catholic MAC, we would like to thank you for your interest in the post of **Data, Exams and Curriculum Manager** at Bishop Ullathorne Catholic School within our Multi Academy Company. The school is one of the seven Catholic schools (2 secondary and 5 Primary) that are part of the Holy Cross Catholic Multi Academy Company (HCCMAC) which opened on 1 September 2019.

This letter is intended to help you complete the online application form on **My New Term**. If you have any difficulties, please contact the school. The application form is your opportunity to provide all the information we will require to help us understand how you meet the requirements of the post advertised. Similarly, it plays an important part in the selection process allowing us to short-list candidates for interview and helping as a basis for the interview itself. To ensure fairness to all applicants, short-listing decisions are based solely on the information you supply on your application form. Even if we already know you as a current or previous employee, it is important that you complete the form in full.

All vacancies are accompanied by a job description and a person specification setting out the main duties and responsibilities of the post in the job description, and the knowledge, skills and experience we are looking for in the person specification.

Please read this information carefully as you will not be short-listed for interview unless you meet the essential criteria described in the Person Specification.

Depending on the number and quality of applications, it may not be possible to shortlist for interview all candidates who meet the Essential Criteria. We are unable to accept CVs so please do not send us your CV.

The 'Relevant skills & experience' section of the online form is your opportunity to tell us specifically why you wish to apply and what makes you a suitable applicant. You should include anything you feel would be useful in support of your application telling us as much as possible about yourself in relation to all the items listed in the job description.

Please remember that those involved in the selection process cannot make assumptions about you. - tell us everything relevant to your application and complete all the sections on the form.

DATA PROTECTION

Information provided by you as part of your application will be used in the recruitment process. Any data about you will be held securely with access restricted to those involved in dealing with your application and in the recruitment process. Once this process is completed the data relating to unsuccessful applicants will be stored for a maximum of 6 months and then destroyed. If you are the successful candidate, your application form will be retained and form the basis of your personnel record. By signing and submitting your completed application form you are giving your consent to your data being stored and processed for the purposes of the recruitment process, equal opportunities monitoring and your personnel record if you are the successful candidate. Holy Cross MAC Academy reserve the right to check the validity and accuracy of your application if successful.

EQUAL OPPORTUNITIES

Information provided by you on the Equal Opportunities Monitoring Form will be used to monitor our equal opportunities policy and practices. This part of the form will be detached from the main body of the application form and will not form any part of the selection process.

WORK PERMITS

Under the Asylum and Immigration Act, we are required to check that anyone taking up employment with us has the legal right to work in the UK. Shortlisted applicants will be asked to provide us with documentary evidence to support their entitlement to work in the UK prior to any offer of employment being made.

DBS CHECKS

In line with our safeguarding and child protection policy, all employees and volunteers working in specific roles at the Academy will be subject to satisfactory clearance being obtained from the Disclosure and Barring Service. The check will be undertaken as part of the appointment process with the successful candidates. If you are invited to interview, you will be asked to bring this information with you.

PLEASE NOTE We will take up references for all shortlisted candidates prior to interview and reserve the right to validate all information entered on the application form. Please ensure that any person who is asked to act as a Referee knows this information and is available to give a

reference during this time. We expect all our staff and employees to be in sympathy with our Catholic values and help us to achieve the vision that we have set ourselves to work towards.

Yours faithfully

A handwritten signature in black ink that reads "Boyle".

Mrs Sarah Boyle
Headteacher
Bishop Ullathorne Catholic School



Bishop Ullathorne Catholic School

Job Title:	Data, Exams and Curriculum Manager
Salary:	Grade 8, Scale Point 34 £45,091 to £52,413
Responsible to:	Leadership Team
Liaison with:	Pupils, Teaching and Support staff

The Governing Body of our high-achieving Catholic 11–18 school is seeking to appoint a highly skilled and detail-oriented Data, Exams and Curriculum Manager to join our vibrant and supportive school community.

As part of Holy Cross Catholic MAC, we are committed to providing an outstanding Catholic education for all our pupils. With Christ at the centre of all we do, our mission is to inspire every child to be the best person they can be by developing their God-given gifts and talents. Bishop Ullathorne Catholic School is part of the Holy Cross Catholic Multi Academy Company along with Cardinal Newman Catholic Secondary School and Christ the King, St Augustine's, St Thomas More, St Elizabeth's and St John Vianney Catholic Primary Schools which are all located in Coventry. Our Academy moto is "Achieving together in Faith".

About the Role

As a Data, Exams & Curriculum Manager, you'll play a pivotal role in ensuring the smooth and efficient management of examinations, data systems, and timetabling across the school. You will lead a team and work closely with senior leadership to deliver accurate information and maintain compliance with statutory regulations.

Key Responsibilities:

- Recruit, train, and manage invigilators and data/exams staff, ensuring JCQ and statutory regulations are met.
- Oversee and maintain the school's Information Management System (Arbor), ensuring data accuracy and supporting staff with system use.
- Design and manage the school timetable and options process, liaising with SLT and departments to meet curriculum needs.
- Lead on the organisation and delivery of all internal and external examinations, including timetables, venues, and special arrangements.
- Provide accurate data analysis and reports for SLT, Governors, and external bodies, including exam results and statutory returns.

About You

We are looking for someone who is:

- Highly organised with the ability to manage complex workloads and meet tight deadlines.
- Experienced in managing exams and data systems within an educational setting (knowledge of Arbor is desirable).
- A strong leader with excellent communication skills and the ability to train and motivate a team.
- Analytical and detail-oriented, with advanced IT skills (Excel and MIS systems).
- Adaptable and proactive, able to devise innovative solutions and maintain compliance with GDPR and JCQ regulations.

What We Offer

- A culture of collaboration, support and high expectations.
- A warm, respectful and values-driven school community.
- Opportunities for professional growth within the MAC.
- Access to the competitive Teacher Pension Scheme or Local Government Pension Scheme.
- A strong emphasis on employee wellbeing, including free, confidential access to 24/7 helplines, counselling and support services.
- Free, annual flu vaccinations.
- A flexible and generous approach to family appointments and events.

How To Apply

To apply for this role, please submit an application form via **MyNewTerm**.

If you would like to visit our school or discuss the role further, please contact Lorraine Innes, Support Services Manager Lorraine.innes@hccmac.co.uk or call 024 76 414515.

Job Description – Grade 8

Post Title: Data, Exams and Curriculum Manager

School: Bishop Ullathorne Catholic School

Responsible to: Leadership Team

Responsible for: All Data & Exam staff

Job Purpose

To manage the Exams, Timetabling, Data input & output functions of the school.

General Duties and Responsibilities

- Will be responsible to the Leadership team and expected to recruit, train and manage all Invigilators, Data & Examination Assistant and Examination Assistant – enforcing the statutory regulations.
- Meet with SLT lead weekly to understand their reporting requirements, present analysis, feed into strategy and discuss the impact of any recent updates from the DFE. To include production of internal data, review of examination content and status.
- Provide direction, support and maintain a good understanding of Arbor for the curriculum and administrative teams to influence strategic planning across the organisation.
- To devise and implement, innovative solutions to problems using a range of systems and applications.
- To liaise and oversee third line support contracts, reporting back to the Business Manager and/or Headteacher.
- To lead, monitor and update the Schools Information Management System and to complete routine jobs and checks to ensure its accuracy.
- To liaise and support all subject departments and faculties with the delivery of data.
- Develop expertise to an advanced level in the main software packages used within the School, in order to support and advise all staff in the use of such packages.
- To oversee and liaise with external companies in regards to the maintenance of any services and solutions sourced externally. Ensuring that services comply with current legislation including Data Protection (GDPR).
- Report Data, Exams & Timetabling information to Governors and SLT.
- Undertake other duties and responsibilities, as required, appropriate to the grade of the post, personal skills and experience of the post holder.
- To be responsible and accountable for carrying out duties and responsibilities of the post with due regard to the MAC's Equal Opportunities Policy.
- Line manage a team of Data and Examination staff, including Invigilators.
- Advise the Data / Exams Assistants, on a daily basis, providing in house training as appropriate.
- Manage and prioritise demanding workloads to meet urgent deadlines whilst still maintaining the quality of work and ensuring immediate availability to support for urgent problem solving.
- To assist the Headteacher/ SLT with the effective management of administration procedures, including options management, timetabling. To create and lead on the school's exams policy, data policy and administration policy, (this is to include relevant

computer software policy) documents. Responsible for informing all staff of changes to policy.

- In conjunction with the Headteacher, prepare, manage and monitor the school's exams and invigilation budget.

Timetabling & Options Management

- Design and develop the Timetabling & Options Management.
- Develop computerised student data modelling, through the use of Arbor and timetabling software, Microsoft Excel etc.
- Manage the collection and maintenance of School Option data, liaise with the appropriate Heads of Departments and tutors ensuring that data is efficiently input.
- Strategically co-ordinate, with the SENCO & SLT, a curriculum ensuring all students have access to a curriculum that matches their requirements.
- Ensuring the accurate transfer of timetable information into Arbor, and other systems, from the timetabling software.
- Management of the timetabling system, ensuring all updates are completed at the correct times.

Data Management

- Develop computerised student data modelling, through the use of different modules and packages.
- Implementation of new computerised systems, advising managers and staff as appropriate.
- Ensuring the accurate input of information to Arbor and other systems, including assessment data.
- Manage & co-ordinate the collection and maintenance of School data, liaise with the appropriate middle leaders ensuring that data is efficiently input and that standardisation has happened across the faculty.
- Investigate/explore different methods of working, using different I.T. packages. Make recommendations to Leadership Group about new methods of working.
- Keep up to date with developments relating to new Arbor modules and other packages.
- Manage the completion of Local Education Authority and Department for Education returns, such as the School Census.
- Provide management information to various stakeholders, including Governors, the Headteacher, Leadership Group, the MAC and the Local Authority. To include statistical information, such as headline figures, absence and cover trends, pupil progress against key stage 2, exam results, ethnicity, travel to school information and all other School data.
- Investigate and utilise the most appropriate system of presenting this information, using various ICT packages.
- Manage the preparation of all key relevant information for Ofsted & Governors.
- Manage and lead on student results data (i.e. to provide detailed result analysis, offering advice and guidance to SLT, staff, parents and students on result days).

Exams Management

- Manage the organisation of exam venues and invigilation for all School practical and oral examinations.
- Managing team of data/exams assistants and Invigilation team.
- Manage the exams budget – ensuring value for money.
- Provide the examination timetable for Summer examinations and multiple mock examination seasons
- Ensure candidates receive the appropriate levels of care and attention to ensure all students meet /exceed their potential. Manage / signpost distressed students to appropriate support teams on exams days and exam results days.
- Provide support and maintain a good relationship with moderators & exam boards.
- Responsible for processing Special Considerations and appeals.
- Responsible for all JCQ inspections.
- Ensure all JCQ regulations are met consistently across internal and external examinations.
- Strategise with Examination boards and teaching departments within the school the implementation of new courses or methods of assessment.
- Manage the co-ordination/collation of reports, progress reviews and target setting.
- Analysis of all results for internal / external Assessments and public examinations. Manage appropriate staff and submit returns to the Local Education Authority and Department for Education.
- Collate information from Senior Management, including Heads of Department, Heads of Faculty, SENCO & Post 16 Administrator and Leadership Group concerning the co-ordination of assessment information.
- Collection and input of all entry data,
- Produce an examination timetable, present a candidate assembly and create individual timetables for all students before all examinations.
- Organise special arrangements for candidates, as required.
- Manage and direct the receipt, storage and distribution of examination papers.
- Manage Exam Halls and assist with the secure distribution of exam papers.
- Perform the induction of invigilators.
- Report any instance of examination malpractice to Examination Boards.
- Ensure that exam papers are efficiently despatched.
- Manage the despatch of results, following up any queries from students, staff or Exam Boards, including appeals.
- Ensure candidates receive the appropriate certification after results are confirmed
- Liaise with senior staff, including Year Heads, Head of Student Support, Post 16 Administrator and Leadership Group over the co-ordination of assessment information.
- Any such duties as are within the scope and the spirit of the job purpose, the title of the post, and its grading.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a line manager to undertake work of a similar level that is not specified in this job description

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers. This job description is current at the date shown, but, in consultation with you, may be changed by the Head Teacher to reflect or anticipate changes in the job commensurate with the grade and job title.

Person Specification

Data, Exams and Curriculum Manager – Grade 8

	Criteria
Knowledge	<ul style="list-style-type: none"> • Good working knowledge of School Management Systems (MIS) e.g. Arbor • Develop computerised student data modelling, through the use of different modules and packages such as Arbor, Performance Analysis, Microsoft Excel, EPAS, FFT, RAISE online and Intranet resources. • Manage & co-ordinate the collection and maintenance of School data, liaise with the appropriate middle leaders ensuring that data is efficiently input and that standardisation has happened across the faculty. • Clear understanding of School Operational Procedures including attendance, assessment, Census, examinations and reporting • Clear understanding of confidentiality and data protection in accessing sensitive and personal data • Good working knowledge of Microsoft Excel and Office
Experience	<ul style="list-style-type: none"> • Experience of working in a school setting or busy office environment • Relevant (data or examination) experience of working with School MIS packages • Experience of administering web-based data systems • Manage the organisation of exam venues and invigilation for all School practical and oral examinations. • Managing team of data/exams assistants and Invigilation team. • Manage the exams budget – ensuring value for money. • Provide support and maintain a good relationship with moderators & exam boards. • To provide strategic direction, knowledge and expertise to influence and formulate school policy across the administration processes.
Occupational Skills	<ul style="list-style-type: none"> • Good interpersonal skills. • Ability to work both independently and as part of a team. • Able to work collaboratively and to lead collaborative projects (e.g. developing aspects of MIS such as safeguarding/reporting) where appropriate. • Able to confidently provide training and support to others, sharing skills, knowledge and experience to support other colleagues – this will include producing appropriate support materials and face-face support. • To create and lead on the school's exams policy, data policy and administration policy, (this is to include relevant

	<p>computer software policy) documents. Responsible for informing all staff of changes to policy.</p> <ul style="list-style-type: none"> • In conjunction with the Head Teacher, prepare, manage and monitor the school's exams and invigilation budget. • Manage the staff duty timetable and liaise with the assistant/business manager and sims administrator
Special Requirements	<ul style="list-style-type: none"> • Excellent time management including ability to work under tight time schedules. • Ability to follow instructions, including complex (multi-stage) briefs and taking responsibility for own work patterns and priorities • Ability to communicate and liaise clearly and effectively across all levels (SLT and non-teaching staff) of the organisation, and with external organisations • Capable of developing a good understanding of complex educational developments (Census, Curriculum, and Assessment) and reporting faults. • Manage and prioritise demanding workloads to meet urgent deadlines whilst still maintaining the quality of work and ensuring immediate availability to support for urgent problem solving. • Provide management information to various stakeholders, including Governors, the Head teacher, Leadership Group, the MAC and the Local Authority. To include statistical information, such as headline figures, absence and cover trends, pupil progress against key stage 2, exam results, ethnicity, travel to school information and all other School data. • Investigate and utilise the most appropriate system of presenting this information, using various ICT packages. • Ability to produce work that is accurate and with an appreciation of the importance of quality assurance. • Flexible approach to work and a willingness to undertake a variety of tasks. • Commitment to equal opportunities and safeguarding. • Willingness to undertake further training relevant to the post • Evidence of recent, relevant training and CPD.

Safer Recruitment at Bishop Ullathorne Catholic School

Bishop Ullathorne Catholic School is part of Holy Cross Multi Academy Company, has a responsibility for and is committed to safeguarding and promoting the welfare of children, young people and vulnerable groups. All employees and volunteers are expected to share this commitment and to obtain an Enhanced Disclosure and Barring Service (DBS) check and where relevant, a childcare disqualification check.

Any offer of employment will be subject to satisfactory pre-employment checks including two suitable references, evidence of Right to Work, medical clearance and where applicable a prohibition check and evidence of qualifications. All successful candidates will be required to present their birth certificate along with evidence of any name changes.

This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020. Further information can be found in the DBS filtering guide.

This post is covered by Part 7 of the Immigration Act (2016). Therefore the ability to speak fluent and spoken English is an essential requirement for this role.

An online social media check will also be carried out as part of due diligence on all conditional offers of employment.



Bishop Ullathorne Catholic School

Why work at Bishop Ullathorne?

Ofsted 2024: *"Bishop Ullathorne is a welcoming, caring school community. The values of the 'Ullathorne way' underpin all aspects of school life. Pupils value the school's ethos and it contributes to why so many have very good attendance."*

Teacher

"Our school is a community in which we all smile and support each other; we all nurture potential; we all have a voice and we take the opportunity to be our true self."



Senior Teacher

"Staff and students have a good relationship with each other. We are all working together towards being an outstanding school. I have been here for many years and had the opportunity to change my responsibilities. It has given me different experiences and challenges."

Year 8 Student

"I like Bishop Ullathorne because I feel valued. I know that there is always someone I can go to if I have a problem."

