



Da Vinci Academy

A L.E.A.D. Academy

# Candidate Information Pack

## Data and Exams Manager

Da Vinci Academy



Welcome to  
 Da Vinci  
Academy



## Welcome from the Headteacher

I am incredibly proud to be the Headteacher at Da Vinci Academy, working with dedicated staff, students, parents, and the wider community to create a supportive and ambitious learning environment.

As part of L.E.A.D. Academy Trust, we are committed to delivering the highest standards of education, ensuring every student reaches their full potential. Our academy fosters a culture of high expectations, respect, and success, where students are encouraged to work hard, aim high, and contribute positively to school life.

If you are looking to join a school that is ambitious for both its students and staff, we would love to hear from you.



**Jayne Scattergood, Headteacher**

## About Da Vinci Academy

At Da Vinci Academy we passionately believe that outstanding education is every child's right and we aim to provide the same breadth and depth of provision as the best schools in the country.

Our journey towards excellence is driven by persistent effort, hard work and patience. We strive for inclusive education with high expectations, excellent behaviour, equal access to a rigorous curriculum and enrichment opportunities to enable all pupils to excel.

We will never accept that family background, socio-economic circumstances or prior attainment will inevitably limit young people's potential and so the profile of our intake will always be a reason for our provision, and never an excuse for our outcomes.

As part of [L.E.A.D. Academy Trust](#), we are committed to providing the highest quality education, enabling every pupil to reach their full potential.



# Benefits of being part of the Trust



## Annual leave



Teachers enjoy up to 13 weeks annual leave during school holidays. This is in addition to any bank holidays or statutory holidays.

Support staff benefit from an enhanced holiday allowance, starting at 26 days up to a maximum of 36 days, pro-rata for term time only staff. The allowance is dependent on the role and amount of service increasing after 5 and 10 years service.



## Competitive salary

All Trust roles (except apprentices) offer a minimum hourly rate above National Living Wage, with salary progression.



## Pension scheme

Teacher's Pension Scheme or LGPS, with generous minimum employer contribution of 17.4% plus life cover.



## Online GP service

24/7 access to online GP consultations, providing advice, diagnosis, referrals, and ongoing support for all staff.



## Flu vaccinations

Free seasonal flu vaccinations for employees who are not otherwise eligible, ensuring health and wellbeing.



## CPD

Individual development plus high quality professional development through the L.E.A.D. Teaching School Hub for teachers.



## Employee Assistance Programme

Free 24/7 support for employees, offering counselling and resources for emotional, financial, and legal issues.



## Free eye test

Free eye test every two years for regular computer users, reimbursed through expenses to promote wellbeing.



## Occupational Health

FREE services available to support employee well-being and promote a healthy work environment.



## Physiotherapy services

Access to free physiotherapy to aid recovery, support physical health, and promote overall employee wellbeing.



## Access to discounts

Exclusive discounts and cashback on travel shopping, insurance and utilities through the Blue Light Card, Discounts for Teachers and Teacher Perks.



## Travel expenses

Business travel expenses reimbursed at the HMRC maximum mileage rate to support staff travel needs.

Further information about our benefits can be found on the Trust website



## Data and Exams Manager

Location:	Da Vinci Academy, Derby, DE21 4ET
Salary:	NJC 23 - 28, full-time, permanent, £33,366 to £37,938
Closing date:	28 March 2025 at 9.00 am
Interview date:	week commencing 31 March 2025
Start date:	as soon as possible

### Job Description – Data and Exams Manager

#### Job Purpose:

- To be the leader of data, exams and admission data in the school reporting to the Assistant Head Teacher
- To lead and implement the strategic management and effective organisation of the academy's assessment, reporting, recording, data and tracking systems so that they provide timely information to raise standards and drive student attainment
- To be accountable for the effective and accurate development and implementation of data systems and associated strategic information (SIMS, Go For SISRA, Class Charts) within the school and as part of the wider LEAD secondary school team
- To lead on the quality of data developed and prepared for a range of external and internal stakeholders including Ofsted, JCQ, LEAD Trust, AGB and parents
- To lead in the organisation and implementation of internal and external examinations and assessment thereby leading to successful student outcomes and value added systems and procedures
- To lead on the provision of strategic attainment information for all stakeholders as outlined above
- To lead on the effective and efficient admission of all students from primary transition, in year applications through to Post 16

#### Duties and Responsibilities:

- Developing and managing all data required by the school for external and internal use
- Developing and maintaining accurate assessment and reporting data within the schools MIS and Data programs
- Lead in the delivery of regular reporting, analysis and impact of student assessment, attendance, behaviour and achievement to stakeholders
- Lead all school MIS systems including SIMS, SISRA and Classcharts
- Lead the continuing development of effective and efficient systems for the use of data to assess the students' attainment and progress
- Be responsible for the exemplary maintenance of student records in line with GDPR
- Overall responsibility for the effective running and administration of all external public and internal exams
- To liaise with teacher, students, parents and examination boards in respect of examination requirements, entries, results and communications, ensure that the academy adheres to all awarding bodies' regulations

# Job Description



## Data, Assessment and Recording

- Lead the transition of new student information and data to the school thereby ensuring accurate and timely personal and academic information
- Be first point of contact for teachers for data system training and development leading to academy staff confident use of attainment data and associated records
- Ensure the secure storage and submission of all coursework marks for relevant formal examinations by all members of staff
- Lead and develop innovative school reporting formats to parents alongside the Senior Leadership Team
- Support in the development of the school's MIS modules to ensure accurate information, relating to personal, academic, admissions and other relevant aspects, is held on each student
- Lead the development, setup, maintenance and support of behaviour tracking tools
- Be responsible for the development, setup, maintenance and support of pupil assessment trackers within SISRA
- Ensure the assessment data held on pupils by all staff is accurate, complete and compliant with GDPR
- Lead on the analysis of academic assessment data to produce reports on progress, effort and behaviour on individual pupils and cohorts of pupils at times set out in the assessment calendar
- Develop, set up and manage all systems for tracking the progress of pupils at each key stage
- Develop and implement subject specific mark sheets in line with the school's policy
- Lead and ensure the production of annual reports and interim reports on the progress of all the pupils in the school
- Ensure the year 7 intake's KS2 data is complete and accurate and imported to the system using DfE supported data sources
- Ensure the year 11 intake's KS4 data is complete and accurate and imported to the relevant transition portals using DfE supported data sources
- Lead the administration and arrangement of regular parents' evenings and half termly performance review meetings with parents
- Lead and work with pastoral and department teams to ensure timely and accurate development and use of all relevant data
- Develop and lead on the reporting of information relating to attainment, achievement and attendance to the Trust, AGB and senior leaders in the organisation to support the analysis of academic performance
- Produce information requested by external bodies

## Timetable Support

- Assist in the development and efficient production of the whole school timetable including efficient staffing and room allocation
- Lead the school support on timetable developments and updates
- Develop a new academic year calendar using the schools MIS
- Lead, develop and maintain registration groups, allocate student memberships, tutors and pastoral leaders using the schools MIS
- Lead and implement all updates of courses, teachers and rooms
- Lead and develop all relevant data to facilitate timetable construction and changes such as options
- Train and communicate timetable developments to all staff and students

# Job Description



## Exams Strategy Leadership

- To lead on all aspects of internal and external examination systems and structures
- Ensure the secure receipt and dispatch of examination papers for all formal examinations
- Lead, oversee and manage the workload of the Exams team
- Report to the Schools Operations Manager, the cost analysis of all examinations for the academic year
- Acquire and maintain an active knowledge of the examination system, exam board regulations, concepts and principles and any changes which occur within the examination field
- Support the maintenance and review of school's examination policies in line with regulatory, national and exam board requirements and amendments
- Lead the planning and publication of the annual exams schedule to staff, parents and students including internal and public examinations
- Ensure accurate and timely entries are made thereby minimising costs to the school and maximising efficiencies
- Ensure liaison with examination boards regarding all aspects of policy relating to exam regulations and update school's policies accordingly
- Ensure the systems to be used for exam entries and for the receipt, recording and issuing of results and certificates are working effectively and reviewed on a regular basis
- Be the school's Head Teacher link with exam boards and external colleagues; follow up queries from subject leads, School Operations Manager and the Head teacher regarding exam related issues, disseminating to relevant staff any literature regarding exams or syllabuses sent by exam boards
- Ensure liaison with subject leads, senior team and the Head teacher regarding all exam entries and the timetable by which entries must be made
- Ensure the accurate and timely entry and arrangement of internal and external examinations at the school
- Receives, checks and distributes exam entry statements to students making and submitting any amended entries to the exam boards
- Lead and manage the receipt of exam results on results day, analyse all results and prepare for the Head teacher as instructed. Organise and distribute the results to students and the relevant summaries and data to the SLT and subject leads
- Ensure the up to date manual and computerised records using the MIS as relevant

## Admissions

- To lead on academy admission data at KS2 to KS3 transition ensuring effective communication and external reputation is high
- To lead on all in year admission data ensuring effective communication and external reputation is high
- Liaise with relevant staff to ensure adherence to admissions procedures both within and external to the academy
- To be accountable for admissions data provided to a range of stakeholders making sure that data systems are maintained, and that data is presented to meet stakeholder needs

# Job Description



## Other Academy Specific Responsibilities

- To contribute to the overall ethos, work and aims of the Academy and the Academy Trust
- To carry out all duties in the most effective, efficient and economic manner
- To continue personal development in any relevant areas
- Participate fully with arrangements made in accordance with the Academy Trust's Performance Management policy
- Maintain a high level of confidentiality
- Provide support to admin colleagues in relation to general office duties and reception
- Perform any other reasonable duties as requested by the Headteacher, senior leadership team and Academy Operations Manager

## Service Development

To identify areas for improvement in the administration and management of data and examinations and work with SLT to implement these

## Influencing and Managing Relationships

Liaise with pupils, parents, carers, school staff, other schools, the Local Authority, Ofsted and external agencies

As job descriptions cannot be exhaustive, the post-holder may be required to undertake other duties which are broadly in line with above key responsibilities.

At L.E.A.D we have a strong vision and four core principles, to lead, empower, achieve and drive, which you will be expected to demonstrate in your working practices.

# Person specification



The person specification listed below outlines the competences, knowledge and behaviour of candidates who would be suitable for this role. The criteria below provides guidance for the appointment of new staff. (E = Essential criteria, D + Desirable criteria).

Qualifications and Attainments	Essential criteria	Desirable criteria
	<ul style="list-style-type: none"> <li>• Level 3 qualifications.</li> <li>• Data systems and/or software training.</li> <li>• This role is subject to an enhanced DBS.</li> </ul>	<ul style="list-style-type: none"> <li>• A degree or post-graduate qualification.</li> <li>• Data based qualifications.</li> <li>• School based data systems and/ or software training.</li> </ul>

Skills and Knowledge	Essential criteria	Desirable criteria
	<ul style="list-style-type: none"> <li>• Ability to think and plan strategically.</li> <li>• Ability to communicate effectively to a variety of internal and external audiences.</li> <li>• Ability to persuade and influence at all levels of the Trust and academy.</li> <li>• Ability to communicate complex ideas simply to a wide range of audiences.</li> <li>• Ability to plan effectively.</li> <li>• Ability to evaluate.</li> <li>• Ability to provide comprehensive reports.</li> <li>• Ability to manage time effectively with stakeholders and within a corporate environment.</li> <li>• Ability to create value based strategies for implementation.</li> <li>• Ability to work, contribute and take a strategic lead as part of a wider Trust school data team.</li> </ul>	

# Person specification



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	Essential criteria	Essential criteria
Experience	<ul style="list-style-type: none"> <li>• Understanding of a basic knowledge of the work of a school</li> <li>• Experience of managing others in undertaking a range of effective clerical and administrative duties.</li> <li>• Experience of developing computer applications and systems to address current and future strategic needs.</li> <li>• Experience of using a range of computer applications including all MS Office programs, particularly Word, Excel, and Outlook.</li> <li>• Ability to design, develop and produce concise and complex reports.</li> <li>• Strategic and value based use of Management Information Systems e.g. SIMS, SISRA.</li> <li>• Ability to build and form positive and professional relationships with colleagues, senior leaders and external authorities including examination awarding bodies.</li> </ul>	<ul style="list-style-type: none"> <li>• High level of oral and written communication skills.</li> <li>• Able to work to tight deadlines, managing and prioritising time effectively of self and others.</li> <li>• Self-starter, with an ability to work independently and use own initiative to overcome obstacles.</li> <li>• .Efficient and meticulous in organisation.</li> <li>• Efficient and meticulous in the strategic development and analysis of data.</li> <li>• Leadership of a team/ individual to maximise performance for the benefit of the individual and the organisation.</li> </ul> <p><u>Desirable Criteria</u></p> <ul style="list-style-type: none"> <li>• Experience of working effectively with children/ young people in either education, social work, youth work or another related area of work.</li> <li>• Understanding of school data systems and processes.</li> <li>• Experience of working in a multi-agency of school environment.</li> <li>• Knowledge of school based examination systems and administration processes.</li> <li>• Performance Management of direct report(s)</li> </ul>
Personal Attributes	<ul style="list-style-type: none"> <li>• Honesty and integrity.</li> <li>• Discretion.</li> <li>• Flexibility.</li> <li>• Resilience</li> <li>• Reliability</li> <li>• Positive energy and enthusiasm.</li> <li>• Organisation skills.</li> <li>• Professionalism</li> <li>• Commitment to make a difference.</li> </ul>	



# How to apply

Closing date: 28 March 2025 at 9.00 am  
Interview date: week commencing 31 March, 2025  
Contact email: [vacancies@davinciacademy.co.uk](mailto:vacancies@davinciacademy.co.uk)  
Contact number: 01332 831515

Please send a completed application form and covering letter explaining your interest in the role and how you meet the person specification to the email above.

Applications will be reviewed upon receipt, therefore shortlisted candidates may be contacted in advance of the closing date.

L.E.A.D. Academy Trust is committed to safeguarding and promoting the welfare of children and young people and we can expect all staff and volunteers to share this commitment. This post is subject to an enhanced DBS check.



# About the Trust

L.E.A.D. Academy Trust was established by Diana Owen, CBE in 2011 using her considerable experience as an executive headteacher, National Leader of Education, Primary Strategy Consultant Leader, coach and mentor.

The Trust comprises 24 primary and 3 secondary academies across the East Midlands. All academies strive to achieve the highest standards of behaviour and conduct while providing outstanding teaching and learning.

## Our values

The acronym L.E.A.D. embodies the four key principles at the heart of the Trust: strong leadership at every level; empowering everyone to aim high; providing the opportunity for all to achieve and constantly driving for improvement.



**Lead**



**Empower**



**Achieve**



**Drive**

“We are determined to bring about change and improvement to educational standards in the region by appointing visionary leaders who believe in the Trust’s vision and values and are committed to making a tangible difference to the lives of children and young people.”

*Diana Owen, CBE Trustee and Chief Executive of L.E.A.D. Academy Trust.*



**24**

Primary Academies



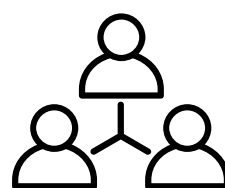
**03**

Secondary Academies



**05**

Geographical Regions



**11,500**

Pupils



**1,650**

Staff



**Da Vinci Academy**  
A L.E.A.D. Academy

**Da Vinci Academy**  
St Andrew's View,  
Derby, DE21 4ET

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