

Data, Exams and MIS Officer

APPLICATION PACK



Dear Colleague

Thank you for your interest in Edgar Wood Academy.

Edgar Wood Academy opened its doors in 2021 after being commissioned by the DfE to serve the community of Middleton and Heywood. Helping our students realise their potential lies at the heart of everything we do by adhering to our values of Resilience, Empathy, Responsibility and Respect.

We believe that the success of a school lies in fostering high quality relationships between students, staff and the wider community and adherence to our values helps strengthen these relationships each and every day.

At Edgar Wood Academy, we work together to support every student to develop, both personally and academically. We aim to ensure that our students have the knowledge and skills to improve the communities that they live in, to enrich the society that they are part of and to make a positive contribution. As part of our Edgar Wood Promise, we have a curriculum which aims to secure outstanding progress, develop students' powerful knowledge and cultural capital, as well as their aspirations to be the best versions of themselves.

We are proud to be part of Altus Education Partnership Trust. The development of the Trust stemmed from a commitment to raising aspirations and improving the life chances of young people throughout the borough of Rochdale.

In September 2022, students at Edgar Wood Academy were the first to experience our new building, and we are extremely lucky to benefit from its state-of-the-art facilities, designed to allow all students to flourish academically, culturally and artistically.

Our passion and commitment to ensuring our students' potential through high-quality teaching, in a safe and caring environment is key to the success of each and every student.

To work at Edgar Wood Academy, you must aspire to be an outstanding colleague, willing to share, learn and keep abreast of current research. Enjoy working as a team and thrive on the challenge of working and contributing to the successful establishment of a school. Be someone who will help us to make a positive difference to the lives of young people in the borough. In return, we promise a supportive and enjoyable working environment, and the resources needed to carry out the role to the highest standards.

I am incredibly excited and privileged to be the Headteacher at Edgar Wood Academy and together, we will work hard to ensure that we deliver a world-class education to the students and community we are proud to serve.

Yours sincerely

A handwritten signature in brown ink, which appears to read "Paul Jones".

Paul Jones
Headteacher

Making your application

I hope that when you read this pack you are inspired to apply for the post.

Application

1. Complete the Altus Education Partnership application form.
2. Provide a supporting statement of no more than one side of A4 which should address the criteria in the person specification.
3. Send your completed application form by email to recruitment@altusep.com

Deadline

The deadline for the post is **Monday 14th July 2025** (to arrive no later than 12.00 midday). Interviews are expected to take place **week commencing 21st July 2025**

Shortlisting

Regrettably, we are unable to inform candidates who have not been shortlisted. If you do not hear from us, please consider your application unsuccessful this time.

Salary

The post will be paid on the **School Support Pay Scale points 19 – 24**. Currently, £31,067 to £34,314. Actual pay for term-time only plus 4 weeks (20 days) is **£29,595 - £32,688**.

Start Date

1st September 2025

For an Application Pack

1. Visit www.altusep.com
2. Contact Sophie Bailey– HR Officer: recruitment@altusep.com

Reward Package & Additional Benefits

We offer a comprehensive package, including membership of our outstanding Teachers' Pension Scheme; our 'Employee Benefits Programme' which provides a range of options including:

- Our Cycle to Work Salary Sacrifice Scheme
- Free access to Employee Assistance Programme, offering guidance, support and counselling on a range of subjects
- Generous holiday entitlement

Altus Education Partnership is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment. This position is subject to an Enhanced DBS check under the Rehabilitation of Offenders Act 1974. In accordance with the recommendations set out in KCSIE the Trust carries out online searches on shortlisted candidates. It is also Trust policy to contact at least 1 reference prior to interview.

Background Information

Edgar Wood Academy

Edgar Wood Academy is an 11-16 year old state-funded secondary school. Working closely with Rochdale Borough Council to meet the estimated shortfall of secondary school places, we opened our doors to welcome year 7 children from the areas of Middleton and Heywood in September 2021.

From September 2022, students at Edgar Wood Academy were the first to experience our new school building on Heywood Old Road, Heywood, with its modern state-of-the-art facilities, designed to allow them to flourish academically, culturally and artistically.

Altus Education Partnership

Altus Education Partnership is a Multi Academy Trust and was established in 2017 through Rochdale Sixth Form College, an Ofsted Outstanding provider, and grew from the Trust's desire to improve education in the borough of Rochdale as a whole.

The Trust currently comprises four academies, including ourselves. The other three academies are:

- **Rochdale Sixth Form College** which opened in 2010 to address the significant underachievement in A level performance in the borough. Since then, it has raised achievement in the area dramatically and is recognised nationally as a centre of excellence. The College is Ofsted Outstanding, Sixth Form College of the Year 2021, and regularly one of the highest performing colleges in the country according to the DfE's Performance Tables and National Achievement Rate tables
- **Kingsway Park High School** is an Ofsted rated Good school with a strong track record of providing its students with an excellent education. The Academy recently benefitted from a new teaching block which opened at the end of 2024
- **Bamford Academy** is an Ofsted rated Good school providing a caring and nurturing environment for all of its pupils; it is a popular first choice for many parents and young people in the local community

We are delighted that **Caldershaw Primary School** will join Altus Education Partnership on 1st July 2025.

Altus Education Partnership is now on the cusp of significant and rapid growth, with a high number of schools indicating an interest in joining the Trust, and seven of these schools entering into a Trust Partnership Agreement. This means that while the Trust currently has around 4,500 students and 500 staff over 4 academies, within three years this could easily increase to around 10,000 students, 1,000 staff and 10 or more academies.

Additionally, the Trust has codified and solidified its relationship with a number of key educational partners in the borough. Most notably, and uniquely in the sector, Altus has a Memorandum of Understanding with Hopwood Hall College around the curricula the two colleges offer, and to support transition of students to post-16 education.

Role Description

Job Title:	Data, Exams and MIS Officer
Reports to:	Systems and Operations Manager
Contract:	Permanent, 37 hours per week. Term-time only plus 4 weeks.
Salary:	The post will be paid on the School Support Pay Scale points 19 – 24. Currently, £31,067 to £34,314. Actual pay for term-time only plus 4 weeks (20 days) is £29,595 - £32,688.
Start Date:	1 st September 2025

Overall Purpose of the Post

To provide high-quality, accurate and efficient operational support in the management of pupil data and examinations at Edgar Wood Academy. The postholder will play a key role in ensuring the effective administration and integrity of all internal and external examination processes and the management of student performance data. This role will contribute directly to the school's mission of maximising student achievement through data-driven decision-making and the smooth preparation of statutory assessments.

Key Responsibilities

1. Examinations

- Act as the named Exams Officer for the school in accordance with JCQ and awarding body regulations.
- Prepare and publish exam timetables, liaising with curriculum leaders and SENDCo for accurate entries and access arrangements.
- Coordinate the secure storage, handling and distribution of exam papers, scripts, and stationery.
- Recruit, train and oversee the team of external exam invigilators, ensuring full compliance with JCQ expectations.
- Manage the setup of exam rooms, including resources, seating plans, registers and signage.
- Lead on the secure release of examination results, administration of post-results services (re-marks, appeals), and the distribution of certificates.
- Act as the point of contact for all stakeholders with exam-related queries, including students, parents, and staff.
- Keep up to date and implement updates from awarding organisations and JCQ guidance.

2. Data Management and Reporting

- Maintain and update the school's Management Information System (Arbor), ensuring the accuracy of key student data including personal details, assessment data, destinations, and attendance.
- Coordinate the collection, input and validation of academic assessment data in line with the school's data calendar.
- Provide data summaries and reports to the Systems and Operations Manager, SLT and curriculum leaders for use in progress tracking and school improvement planning.

- Generate and disseminate high-quality parental reports after each assessment point.
- Manage third-party systems such as SISRA, ensuring up-to-date and meaningful analysis is accessible to teaching staff.
- Assist in preparing performance data for internal and external audits, inspections (e.g. Ofsted) and Trust reports.
- Produce ad hoc data reports on request from the SLT, Trust or external agencies (e.g. LA).

3. Compliance and Statutory Returns

- Prepare statutory returns including School Census, performance tables and Key Stage assessments.
- Ensure exam and data procedures are compliant with current legislation, including GDPR and JCQ requirements.
- Support GDPR compliance by ensuring personal data is managed securely and ethically, and by reporting data breaches as required.
- Maintain auditable records in relation to student assessment and examination activity.
- Work with the Systems and Operations Manager to ensure consistency of policy and process implementation across the Academy.

4. Systems Support and Training

- Provide training and support to staff on using Arbor and associated data systems.
- Create and maintain user guides and “how to” documents to support system users.
- Support the development of efficient systems for tracking academic performance and providing meaningful analysis to staff.

Other:

- The Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment. An Enhanced DBS check will be carried out on the successful candidate.
- The Trust is committed to equal opportunities for all.
- The successful candidate will be required to complete a satisfactory medical screening assessment and provide two satisfactory references, identity check and right to work.
- The terms and conditions are specified within the contract of employment.

This job description is a representative document. Other reasonably similar duties may be allocated from time to time commensurate with the general character of the post and its grading. The person appointed will be expected to work flexibly and the exact nature of the duties described above is subject to periodic review and is liable to change.

Person Specification

		Assessed by:		
No.	CATEGORIES	Essential/ Desirable	App Form	Interview
QUALIFICATIONS				
1.	Minimum of Level 3 qualification (A-Levels, BTEC, or equivalent)	E	√	
2.	English and Maths GCSE (Grade 4/C or above or equivalent)	E	√	
3.	Degree in data science, statistics, education, IT or related field	D	√	
4.	Formal training or certification in school MIS systems (e.g. Arbor)	D	√	
5.	Relevant training in JCQ exam regulations or GDPR	D	√	
6.	First Aid qualification	D	√	
EXPERIENCE				
7.	Experience of working with a school Management Information System	E	√	√
8.	Experience producing data reports for a range of audiences	E	√	√
9.	Experience maintaining confidentiality and compliance with data protection requirements	E	√	√
10.	Working to strict deadlines and under pressure during peak periods	E	√	√
11.	Experience managing public examinations in a school setting	D	√	√
12.	Experience with Arbor, SISRA or similar platforms	D	√	√
13.	Previous experience working in a secondary school or multi-academy trust	D	√	√
14.	Liaising with awarding bodies and external agencies	D	√	√
ABILITIES, SKILLS AND KNOWLEDGE				
15.	High level of accuracy and attention to detail.	E	√	√
16.	Advanced ICT skills, including Excel (formulas, lookups, pivot tables).	E	√	
17.	Good working knowledge of examination and assessment processes.	E	√	√
18.	Ability to plan, organise and prioritise workload independently.	E	√	√
19.	Strong written and verbal communication skills.	E	√	√
20.	Understanding of GDPR and data protection principles.	E	√	√
21.	Ability to work collaboratively across departments and with external agencies.	E	√	√
PERSONAL CHARACTERISTICS				

22.	Professional, discreet and resilient under pressure.	E	√	
23.	Calm and methodical approach to workload and deadlines.	E	√	√
24.	Self-motivated and able to work independently.	E	√	√
25.	Committed to the ethos and values of Edgar Wood Academy and Altus Education Partnership.	E	√	√
26.	Willingness to work flexibly, including occasional early starts or late finishes during the examination period.	E	√	√
27.	Commitment to safeguarding and promoting the welfare of children.	E	√	√



**EDGAR
WOOD**
academy

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