



## Data & Exams Officer

<b>Reporting to:</b>	Strategic Assessment and Data Manager
<b>Start Date:</b>	September 2026 or earlier if possible
<b>Location:</b>	Ark Victoria Academy, Talbot Way, Small Heath, Birmingham, B10 0HJ
<b>Contract:</b>	Permanent
<b>Working Pattern:</b>	Full time, annualised hours (8:00am – 4:30pm) Term-time only plus two weeks to be worked in the school holidays.
<b>Salary:</b>	Ark Support Grade 7; points 14-24; £29,540 - £35,412 per annum
<b>Closing Date:</b>	<b>14/05/26 (Interviews week commencing 17/05/26)</b>

### About the role:

We're looking for a proactive and conscientious Data and Exams Officer to play a crucial role in maintaining the accuracy and integrity of our assessment processes throughout the Academy. You will lead on examinations management to ensure they are planned and carried out with precision. This is a fantastic opportunity to join our diverse Operations Team and support the school to make data-informed decisions that have a real impact on student achievement.

### About Ark Victoria Academy

**Ark Victoria Academy provides pupils with an excellent education through an ambitious curriculum, personal development and character programme, and an extensive student experience and extra-curricular offer. Although we are a large school, we are able to retain a family feel, to nurture our pupils through their schooling and ensure that they flourish and leave us with the skills and qualifications necessary to continue their journey of life-long learning in a university or career of their choice.**

Our school values and virtue pathways are crucial to our culture and ethos, they are also part of the way we work and learn together and have been instrumental to us on our school

Ambitious

Resilient

Kind



improvement journey. Our values of Ambition, Resilience and Kindness permeate our curriculum, our culture, school and our learning community.

It is for these reasons that Ark Victoria Academy was judged to be significantly improved in all areas from the 2019 ‘Good’ inspection, by Ofsted, in October 2024: *‘This is a school which lives out its values in full for the benefit of children in Nursery to the pupils in Year 11...pupils thrive at all stages of Ark Victoria Academy...as the school knows its pupils very well, they are very well supported to engage with the school’s ambitious curriculum’*. The full report (September 2024) can be found here: <https://files.ofsted.gov.uk/v1/file/50262921>.

We prioritise staff development with a strong emphasis on securing expert subject knowledge from our teachers, strong teaching and leadership and a focus on excellence for our pupils and staff. **Our [website](#) can provide more information about Ark Victoria Academy.**

### ***Why work for our school?***

We value our staff and provide a comprehensive programme of coaching and professional development for all our staff. We use our values and our virtue pathways to shape the way we work and learn together. Hear what our teachers have to say about working at Ark Victoria Academy: <https://arkvictoria.org/jobs/working-for-us>

- Wellbeing is a key focus here and our school will be taking advantage of a **2-week break for October half term**
- Our school’s ‘Wellbeing Wednesdays’ are a great hit with breakfast for staff every week
- There is an early finish for secondary students on Fridays
- We take CPD seriously and offer 10 training days as standard
- Access to Ark Rewards scheme offering up to £1,000 a year in savings from over 3,000 major retailers
- Interest-free loans of up to £5,000 available for season tickets or a bicycles
- Our staff can take advantage of our on-site fitness suite and Ark provide gym discounts of up to 40%

For an informal conversation about the role please contact HR via 0121 393 4459 or via [vichr@arkvictoria.org](mailto:vichr@arkvictoria.org).

*Please note the school reserves the right to close this advert early and interviews may take place before the advertised closing date. Applicants are strongly encouraged to apply early for this role to avoid disappointment.*

### **How to Apply:**

Please submit your application online by visiting <https://arkvictoria.org/jobs/vacancies>.

# Job Description

## Key Responsibilities

### Student Management Information System

- Accurately input admissions information into the MIS system
- Be responsible for data integrity, including: attendance, reporting, census returns, admissions/leavers, exclusions, student and staff details and assessment results
- Maintain relevant databases to ensure that they are up to date and fit for purpose
- Keep up to date with development in the MIS and be open to new ways of working within it

### Reporting

- Provide data and reports, as requested for the Principal, SLT, Ark Central, staff, students and parents regarding assessment information
- Analyse data and provide reports on key school performance metrics including; attendance, behaviour and assessment
- Provide Senior Leadership with high quality data and analysis to help set targets for students, and report on assessment results, highlighting any areas of concern
- Provide staff with assessment and target information for students
- Manage the academy's annual reporting process, ensuring students and their families receive regular and timely academic feedback
- Provide leadership with updates regarding completion of assessment information in line with the Academy assessment strategy

### Examinations and Assessments

- Monitor, organise and assist the examination process including mock examinations
- Ensure all external examination entries and tiers are accurate and completed before the deadline
- Managing, printing and quality assuring examination papers with curriculum directors
- Managing invigilation, managing costs and implementing the access arrangements which have been assigned to key students
- Ensure all examinations are run according to JCQ guidelines and be the point of contact for the inspection
- Producing and distributing examination timetables to stakeholders
- Oversee non-examination assessments and moderation sample requests
- On Results day, be responsible for importing and quality assuring the results from exam boards
- Ensure reviews of marking are submitted in a timely manner and any changes are input into the MIS
- Create and manage internal testing processes for children new to the school and generate student codes for internal online assessments

### Other

- Actively promote the safety and welfare of our children and young people
- Willingness to support the wider school community by taking part in the rota for duties such as break, lunchtime and lesson transition support
- Act as an academy first aider and take part in the first aid rota
- Ensure compliance with Arks data protection rules and procedures
- Liaise with colleagues and external contacts at all levels of seniority with confidence, tact

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- and diplomacy
- Work with Ark Central and other academies in the Ark network, to establish good practice throughout the network, offering support where required

This job description is not an exhaustive list and you will be expected to carry out any other reasonable tasks as directed by your line manager.

## Person Specification

### Qualifications

- Qualified to degree level or equivalent (desirable)
- Maths and English GCSE at grade C or above (equivalent)

### Knowledge, Skills and Experience

- Experience of working in a similar role in a school environment (desirable)
- Excellent data analysis skills, advanced Excel skills, and comfortable working with and manipulating large sets of data
- High level of proficiency with management information systems
- Able to manage several projects at once, prioritising accordingly to meet deadlines
- Able to take ownership of tasks and work with minimal supervision
- Excellent verbal and written communication skills

### Behaviours

- Genuine passion for and a belief in the potential of every pupil
- A robust awareness of keeping children safe, noticing safeguarding and welfare concerns, and you understand how and when to take appropriate action
- Belief that every student should have access to an excellent education regardless of background
- Professional outlook, detail-orientated and able to multi task and meet deadlines
- A team player that can work collaboratively as well as using own initiative
- Calm and professional under pressure
- Understanding of the importance of confidentiality and discretion
- Flexible attitude towards work and demonstrates sound judgement

### Other

- Right to work in the UK
- Commitment to equality of opportunity and the safeguarding and welfare of all students
- Willingness to undertake training
- This post is subject to an enhanced DBS check

*Ark is committed to safeguarding and promoting the welfare of children and young people in its academies. In order to meet this responsibility, its academies follow a rigorous selection process to discourage and screen out unsuitable applicants.*

*Ark requires all employees to undertake an enhanced DBS check. You are required, before appointment, to disclose any unspent conviction, cautions, reprimands or warnings under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar you from employment - this will depend upon the*

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nature of the offence(s) and when they occurred. To read more about Ark's safer recruitment process, please click this [link](#).

## Executive Principal

I am delighted and proud to welcome you to Ark Victoria Academy, a family school in the heart of Small Heath. I joined our academy in 2019 and am working hard with our pupils and staff to make sure our school continues to improve. We want to provide an excellent education for each and every one of our pupils.



As Principal, it is my responsibility to create an environment in which your child can become a confident, articulate, resilient and kind young adult. Our curriculum, enrichment programme and student experience days, help ensure our pupils learn, thrive and make progress. We are committed to preparing and supporting our pupils to go on to pursue careers they are passionate about, contributing positively to society and living happy, healthy and fulfilled lives.

Our school community works hard to ensure our values of being **ambitious**, **resilient** and **kind** underpin our work and are upheld by us all.

We know that all children can and will achieve success and our dedicated staff work hard to nurture, support and provide challenge, to make this a reality. We welcome and value the input of carers and parents; together, we work hard to help realise the dreams and ambitions of our children and their families.

Please take a look around our website to find out what we can offer your child. The best way to really understand our school is to experience it. I would love to show you around and answer any questions you may have.

**Ms Ela McSorley, Executive Principal**

## Being part of the Ark network

Ark is an international charity, transforming lives through education. We exist to make sure that every child, regardless of background, has access to a great education and real choices in life. We know that great schools need great teachers, which is why we offer you the very best training and support at every stage of your career - from starting out as a trainee to running your own school.

Our highly-successful network of 39 schools educates over 20,000 students across Birmingham, Hastings, London and Portsmouth. They are achieving some of the best results in the country despite being largely in areas of historic academic underachievement.

Ark schools prioritise six key principles: high expectations; excellent teaching; exemplary behaviour; depth before breadth; more time for learning; knowing every child.

Ark invests significantly in a number of professional development programmes which complement academy level training:

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- The Ark training menu: we have developed a bespoke training menu, which is accessible by all staff in the network offering a wide range of training modules to staff in all roles
- Network support: schools share CPD, allowing us to share best practice and role specific training across the network, facilitated by in-school and central staff
- Ark staff receive 10 training days each year rather than five creating time to collaborate with subject specialists within each school and across the network

Ark is at the forefront of changing education society through education. You can read more about how Ark is transforming lives through education [here](#).

## Ark Safer Recruitment Procedure

Ark is committed to safeguarding and promoting the welfare of children and young people in its academies. In order to meet this responsibility, its academies follow a rigorous selection process to discourage and screen out unsuitable applicants.

### Disclosure

This post is classified as having substantial access to children, and appointment is subject to an enhanced police check of previous criminal convictions (DBS). Applicants are required, before appointment, to disclose any conviction, caution or binding over including ‘spent convictions’ under the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975. Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar individuals from employment – this will depend upon the nature of the offence(s) and when they occurred.

### Reference checking

References from the previous and current employer will be taken up for shortlisted candidates, and where necessary employers may be contacted to gather further information.

### Probation

All new staff will be subject to a probation period of six months (which may, in certain circumstances, be extended by up to 10 weeks). The probation period is a trial period, to enable the assessment of an employee’s suitability for the job for which they have been employed. It provides the academy with the opportunity to monitor and review the performance of new staff in relation to various areas, but also in terms of their commitment to safeguarding and relationships with pupils.

If you have any queries, or would like more information on this role, please contact [vichr@arkvictoria.org](mailto:vichr@arkvictoria.org)