THE BARLOW
RC HIGH SCHOOL

Rise up,
take courage,
and do it.

SERVE · PRAY · ACHIEVE · RESPECT

DATA & EXAMS ASSISTANT

Do you have experience in administration or customer service and are looking for a varied and rewarding role within a school environment?

Are you confident using IT systems, highly organised, proactive, and committed to providing excellent support to colleagues, students, and parents?

Would you like to be part of a diverse and inclusive school community with high expectations, excellent pupil behaviour, and a calm, purposeful learning environment?

If so, we would love to hear from you. This could be the perfect opportunity to develop your skills and make a real difference in a busy and supportive school setting.

You will benefit from:

- Working with children
- Dedicated IT office
- Job stability
- Local government pension scheme
- Access to varied training programmes and online training
- Employee Assistance Programme
- Cycle to work scheme
- A supportive team and working environment
- An interesting and varied role

Important Details:

Contract: Fixed-term
Start date: Monday 4th January 2027 until the return of the substantive post holder
Salary: Grade 4, Spinal points 7-11, £27,274- £29,071 pro rata (£13,410 - £14,289 actual per annum)
Working Pattern: Part-time (20 hours) term time plus a week
Hours: 9.30am – 1.30pm (flexibility around working arrangements)
Pension: Greater Manchester Pension Fund with employer contributions of up to 15.3%
Location: Parrs Wood Road, Didsbury, M20 6BX

If this sounds like the job for you then come and join us. Please visit our website http://www.thebarlowrchigh.co.uk for an application pack.

Completed applications should be returned to hr@thebarlowrchigh.co.uk quoting the post title and your name in the subject line of the email. Please note that CVs will not be accepted, if you need support with your application contact the HR team. Only shortlisted candidates will be contacted.

Closing date: Thursday 10th December 2026
Shortlisting & Interview: Week of 14th December 2026

About our School:



The Barlow is a highly successful, mixed, 11-16 Catholic comprehensive school. In July 2024, **Ofsted** judged our school to be **'Good'** in all categories. In May 2025, our school was judged **'Outstanding'** in all categories in the **Catholic Schools Inspection**. Our examination results are strong; above national average in most subject areas. We are a diverse and inclusive community, with high standards of pupil behaviour and a calm and purposeful learning environment.

Our school is committed to safeguarding and protecting the wellbeing of children and young people, and expects all staff to share their commitment. An enhanced DBS and social media screening are required for all successful applicants.

Our school is passionate about diversity and treat everyone equally, without compromise. We are committed to providing equality and fairness throughout our recruitment and employment practices and not discriminating on any grounds.

Ofsted Good Provider

We've been accredited as a Bronze Carbon Literate Educator By The Carbon Literacy Project

The Barlow RC High School
Parrs Wood Road, Didsbury
Manchester, M20 6BX
www.thebarlowrchigh.co.uk
✆ **0161 445 8053**

OneEducation Putting children first wellbeing PLATINUM AWARD

IQM INCLUSIVE SCHOOL AWARD IQM

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DATA & EXAMS ASSISTANT

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JOB DESCRIPTION

RESPONSIBLE TO:	Data and Assessment Manager
MAIN CONTACTS	The post holder will report operationally to the Data and Assessment Manager. Apart from other colleagues in the school, the main contacts of the post are: Head Teacher, teaching staff, other support staff and pupils.
MAIN PURPOSE OF THE JOB	To assist the Data and Assessment Manager in providing a comprehensive and highly efficient data and exams service to all departments of the school and external agencies.

MAIN DUTIES AND RESPONSBILITIES:	
1	Maintenance of SIMS database and regular updating of pupil contact details.
2	Maintenance of an online assessment system and production of related reports and other analyses.
3	Using Excel to manipulate and analyse data for both academic and pastoral purposes.
4	Complete ad-hoc tasks for various stakeholders.
5	Printing and collating various school reports to be distributed to staff and parents.
6	To assist in the production of appropriate reports, school profiles and other sources of information on performance for the school.
7	To produce reports and other information relating to the behaviour of students
8	To assist the Exams Officer during exam periods
9	To assist the Data Team in ensuring deadlines are adhered to.
10	To work as part of the Data Team to support colleagues and contribute to the vision and ethos of the school.
11	To undertake first aid for pupils in accordance with the school rota
12	To ensure accuracy and confidentiality of all information produced

13	To provide cover for other administrative colleagues when required To be aware of and comply with policies and procedures relating to child protection, safeguarding, health and safety, security, confidentiality and data protection, reporting all concerns to an appropriate person as soon as they arise
14	Actively promote equal opportunities and support the delivery of services which are accessible and appropriate to the diverse needs of service users.
GENERAL REQUIREMENTS:	
1	To uphold the Catholic ethos of the school including attendance at whole school events.
2	To participate in training and other learning activities and the schools performance management process
3	Any other duties and responsibilities within the range of the salary grade.
4	Train as a school First Aider

DATA & EXAMS ASSISTANT

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PERSON SPECIFICATION

Experience, Training and Qualifications	Essential/ Desirable
Experience of data reporting, analysis and manipulation.	D
Experience of working in a school or similar educational setting	D
Skills and Abilities	
Have excellent IT skills including intermediate Excel skills and experience of databases.	E
Knowledge and use of management information systems e.g. SIMS	D
Excellent analytical, logical and critical thinking skills	E
Able to quickly identify anomalies	E
Ability to act on own initiative and be proactive when solving problems.	E
Analytical skills to dissect information in order to accurately complete and maintain relevant records and produce complex reports and returns.	E
Good literacy and numeracy skills to accurately complete and maintain relevant records and produce reports and returns.	E
Ability to work to a high degree of accuracy and the ability to pay attention to detail when working with large volumes of data.	E
Excellent verbal and written communication skills to ensure effective communication with colleagues, students and other professionals	E
Ability to build and form good relationships with students, colleagues and other professionals	E
Ability to work constructively as part of a team understanding the roles and responsibilities of others.	E
Ability to plan own workload, and to meet tight deadlines whilst working under pressure	E
Willingness to undergo first aid training	E
Personal Qualities	
Able to work flexibly, switching between tasks and priorities at short notice based on school requirements, and responding to unplanned situations.	E
Committed to continuing personal professional development	E
Personal commitment to ensure services are equally accessible and appropriate to the diverse needs of the service users.	E
Able to maintain issues of confidentiality within the working environment	E
Willingness to uphold the Catholic Ethos of the school	E
Willing to apply for an enhanced disclosure to a DBS (Disclosure and Barring Service) check.	E

The Barlow RC High School is committed to equality, safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.