



St. Matthew's
Roman Catholic High School
VOLUNTARY ACADEMY



DIOCESE OF Salford

Job Application Pack

**Exams
Officer and
Data Support**

We **Pray**
We **Care**
We **Achieve**





St. Matthew's
Roman Catholic High School

WELCOME TO St. Matthew's RC High School

As the Headteacher, it is my great privilege to be leading a school where the holistic development of our pupils is of primary importance.

Our commitment to the pursuit of academic excellence and our rich personal development curriculum is underpinned by our Catholic identity, brought to life through our values of praying, caring and achieving.

St Matthew's is a vibrant faith and learning community that's enriched by our cultural diversity and unique young people.

Our curriculum is broad and well-balanced, designed and delivered by expert teachers to support all pupils to reach and exceed their academic potential. This is in conjunction with a bespoke Personal Social, Health and Economic Education (PHSE) programme and a wide-ranging extracurricular offer.

It is our intention that this, supported by our ethos and values, will allow each pupil to complete a five year journey with us and take their place in society, where their gifts and talents will be of benefit to all.

We insist on the highest standards of behaviour for learning and have clear policies in place to ensure these are maintained. It is my absolute belief that this consistency of approach will enable our community to flourish and enables our pupils to live out our mission statement. If you have any questions, please do get in touch with us.

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Mr A Nightingale
Headteacher



OUR School



St. Matthew's
Roman Catholic High School

St Matthew's is a mixed Roman Catholic inner-city school based in Moston, North Manchester.

The school was established in 1977 and benefitted from a complete rebuild in 2009. The school serves close to 1400 pupils and benefits from a rich diversity across both the staff and pupil population. Our school is within easy access to the M60 motorway, providing a link to the rest of Manchester and the surrounding areas. St Matthew's is part of the Emmaus Catholic Academy Trust (CAT), which is one of three CATs in the Diocese of Salford. The school has recently started a rapid improvement journey and we anticipate the school will provide a high quality education in the near future.

We are a child centred, Christ centred community. Our core purpose is our Catholic mission: 'We pray, We care, We achieve'. Each element of our mission is important to us providing a unique education for all who join the school. St Matthew's works closely with other Catholic secondary schools to ensure we benefit from the very best practice available.

St Matthew's is located within extensive grounds and provides a bright, modern facility within an environment that supports teaching, learning and achievement across all subject areas with specialist facilities available. Computer facilities have been incorporated into the school design enabling all teaching areas to benefit from the latest IT products. We have music and drama suites, a recording studio, industry standard science laboratories, media, photography, ceramics, food and resistant materials provisions along with a dedicated sports hall and 3G pitch to enhance the physical activities of our learners.

At St Matthew's we are steadfast in our mission to keep all our pupils safe and happy, every day that they come to our school. We support all students academically and pastorally, enabling them to achieve positive outcomes at the end of their time with us. Our effective pastoral systems provide relentless care and support for all pupils, underpinning our core business of teaching, learning and achievement.

Safeguarding is at the heart of what we do at St Matthew's. All staff and volunteers are expected to have read and be fully compliant with the following policies:

- **Safeguarding and child protection**
- **Online/E-Safety**
- **Whistleblowing**
- **Staff Code of Conduct**
- **Data Protection**
- **Privacy Notice**

They are also expected to be familiar with 'Keeping Children Safe in Education, 2022'. A read receipt is required from all staff at the start of each academic year and from newly appointed staff prior to taking up appointment. St Matthew's are never complacent about safeguarding and work with the following always at the forefront of our minds... 'it could happen here'. We have rigorous and tested procedures in place which are constantly reviewed to ensure we have the highest of expectations from all our staff and volunteers when it comes to safeguarding and child protection.

Newly appointed staff are given a full induction programme with the safeguarding element of this completed prior to their commencement of work at the school.





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WHY WORK AT St. Matthew's?



St. Matthew's
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We are a Catholic school which lives out our mission each day by caring for all staff. You will be challenged to be your best and constantly improve, and you will be supported and guided every step of the way.

Our aim is to help everyone achieve this by providing the following:

- Research-led CPD package for all staff, with weekly sessions dedicated to helping everyone become more effective in their role.
- Frequent career-development opportunities including access to qualifications eg NPQ, Apprenticeship programmes
- Generous non-contact time above the national average to enable teaching staff time to prepare and plan effectively.
- Average class sizes below the national average with approximately 25 per class. Option groups in KS4 often significantly smaller.
- Joint-planning of effective lessons across all departments to share outstanding practice yet reduce workload.
- Rigorous yet sensible marking policy which focuses on 'quality not quantity'.
- Highly effective and wide-ranging pastoral support structure to enable teachers to teach.
- Opportunity to boost salary via voluntary paid lunchtime duties.
- Employer Assistance Programme available to all staff via 'Health assured', offering 24/7 access to online GP as well as other services such as Telephone counselling, support regarding family issues, debt concerns, lifestyles addictions, relationships and legal. In addition, you will also have access to an online health portal which can offer personal coaching, emotional support, health checks, medical fact sheets, fitness advice and BMI assessment.
- Newly refurbished staff room offering quiet space for staff to work, free tea and coffee available at all times.
- Access to Education Mutual Healthcare including Physiotherapy, Mental Health services and surgical assistance.



TRAVELLING TO St. Matthew's



St. Matthew's
Roman Catholic High School



North bound

Take exit 21 from M60

At Junction 21, exit towards A663/Rochdale/A627 (M) Chadderton (0.2 miles)

Turn left onto the A6104 slip road to Hollinwood/Oldham/A62/Manchester/A663 (82 ft)

Turn left onto Semple Way/A6104 (194 ft)

Turn right onto Hollinwood Avenue/A6104 (0.5 miles)

Turn left onto Broadway/A663 (0.4 miles)

Turn right onto Nuthurst Road (0.3 miles)

South bound

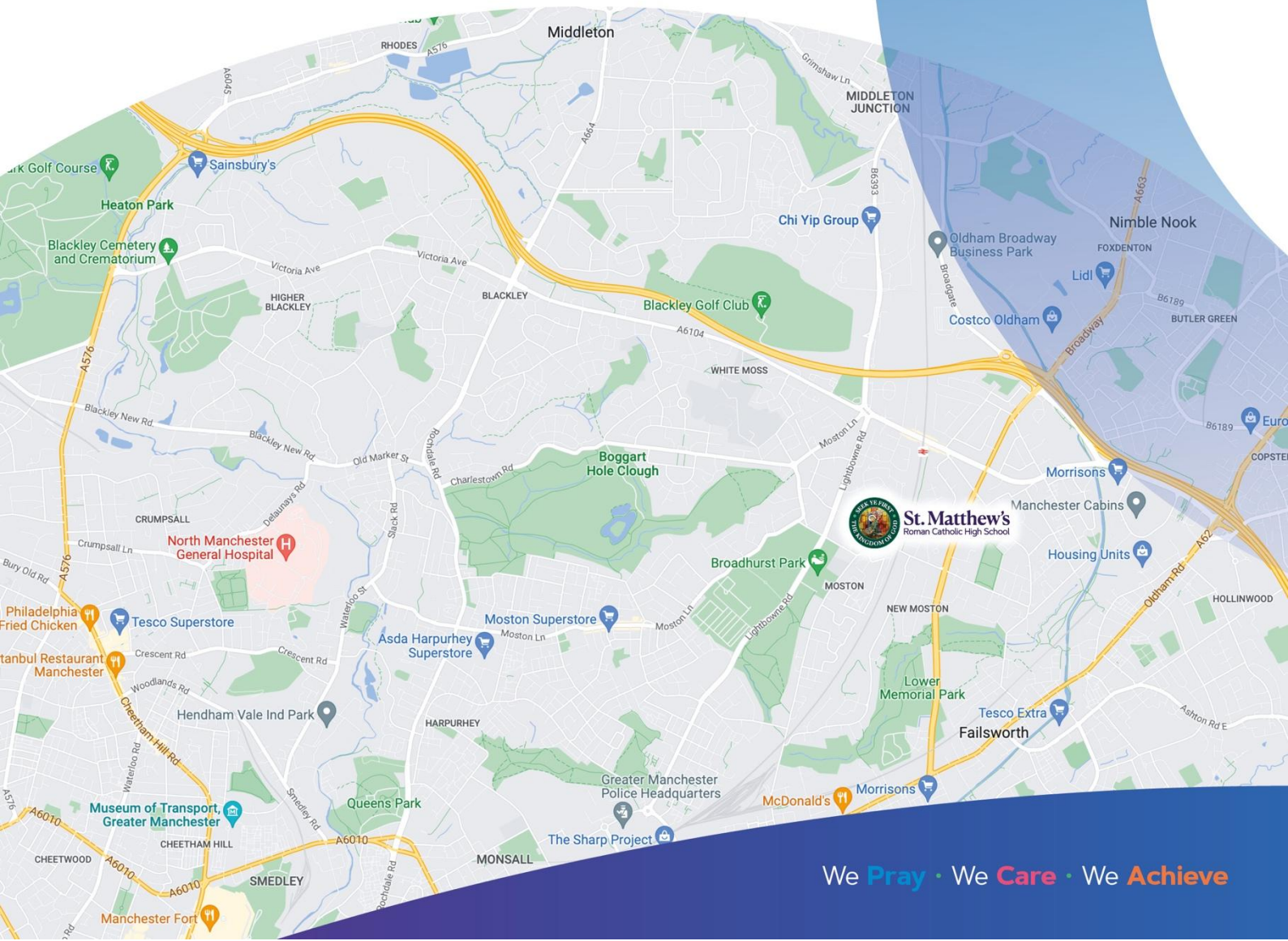
Take exit 20 from M60

Use the right 2 lanes to turn right onto Alkrington Interchange/Rochdale Rd/A664

Turn left onto Victoria Avenue East/A6104 (2.3 miles)

At the roundabout take the 4th exit onto Lightbowne Rd/B6393

Turn left onto Nuthurst Road



We Pray · We Care · We Achieve

Exams Officer and Data Support



St. Matthew's
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Full time, permanent, term time only + 10 days

Salary: NJC Grade 6, SCP 21-25 (FTE 33,143 to £36,363) actual salary approx. £29,828 to £32,726 per annum

Start date: As soon as possible

The Governors are looking to appoint an enthusiastic, hard-working, team player, who will join us in the role of an Exams Officer and Data Support.

Brief overview of position;

- To be responsible for the planning, administration and implementation of all public examinations in accordance with both JCQ and awarding bodies regulations.
- To be responsible for the planning, administration and implementation of all internal examinations.
- To provide clear, precise and timely communication to all stakeholders regarding internal and public examinations.
- To support the Data Manager as required in the provision of school data and reporting requirements.
- To assist in the delivery and administration of all School assessment, reporting and target setting processes. Ensuring compliance with data protection legislation and expectations for confidentiality.
- To maintain and promote the school's pursuit of excellence in all professional practice.
- To fully implement all School policies and procedures.
- Support the school in its commitment to safeguarding and promoting the welfare of children and young people

Reporting to: Assistant Headteacher

To arrange an informal visit, please contact Mrs Gibson, Headteacher's PA, on 0161 681 6178 or by email at k.gibson@smrchs.com

Closing date for applications: Friday 9 January 2026 at 9am

Interview date: Friday 16 January 2026

Application packs can be downloaded from the school website www.smrchs.com. Completed applications and supporting documentation should then be submitted by email to Mrs Gibson at k.gibson@smrchs.com

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

St Matthew's is also committed to providing a diverse and inclusive community, ensuring equal opportunity. We welcome and we encourage applications from everyone, including groups currently under represented in our workforce.

The successful applicant will be required to complete an enhanced DBS check.



Description

The job description below gives an insight into the responsibilities of the post of a Exams Officer and Data Support and while this is not an exhaustive list, it should allow candidates to have an understanding of what this role entails, and for what the successful candidate will be held accountable for. The job description below gives an insight into the responsibilities of the post of an Exams Officer and Data Support and while this is not an exhaustive list, it should allow candidates to have an understanding of what this role entails, and for what the successful candidate will be held accountable

Main duties and responsibilities:

Exams:

- To ensure accurate and timely registrations and entries are made for pupils in accordance with curriculum leaders. To monitor and update these entries if/when new admissions to the school are made or pupils off roll. Work to minimising late fees and providing statistics related to the entries as required.
- To take responsibility for the receipt of and storage of confidential documents and examination materials in accordance with JCQ regulations. Being a key holder, you will be responsible for the organisation and management of the exams office and exams secure storage facility.
- To liaise with examination boards regarding all aspects of policy relating to examination regulations, attending, when appropriate and in liaison with the line manager, in-service training provided by examination boards, JCQ and other bodies.
- Lead and manage a team of internal exam invigilators, ensuring mandatory training is completed and recorded. Create an effective working relationship with the team to ensure effectiveness and retention.
- Maintaining an up-to-date knowledge of the examinations system, different examination board regulations and any changes which occur within the examinations field.
- To liaise with the SENDCO regarding students with SEN, applying to awarding bodies for additional time and special arrangements and maintaining records for inspection.

- To be the School's principal link with examination boards, parents, students and staff for examination queries and to disseminate information about examinations as required.

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- To be responsible for the examinations budget, liaising with line manager and SMT finance, keeping accurate and up-to-date records of examination entry costs and other relevant financial issues.

Exams planning:

- To issue statements of entry, letters to parents and students as required.
- To receive, check and securely store public examination papers and any pre-release materials as they arrive and to resolve any discrepancies.
- To ensure the examinations store is kept equipped for examinations and stationery available.
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- To produce centre examination timetables, including dates, times, venues and number of candidates.
- To submit estimated grades/coursework samples prepared and checked by Senior Teachers to the moderator.
- Make arrangements for internal examinations and Year 7 tests, including the production of the timetable, rooming and invigilation.
- Check all examination fees and ensure any late fees are minimised.
- Ensure attendance at appropriate awarding body training meetings to keep up to date with the latest procedures and regulations for external examinations.
- Ensure examinations policy, coursework policy and procedures are kept up to date.
- Maintenance of Course Manager in connection with Post-16, Census and QAN catalogue.

Examination Process:

- Recruit, train and administer external invigilators. Ensure there is the correct number, and they are briefed before each exam.
- Receive examination papers and other relevant materials sent by examination boards and keep them in a secure place in the examinations office: collect, log and dispatch all examination



Responsibilities

Examination Process Continued:

- To create the invigilation timetable e.g. to provide information about dates/times of examinations and the number of entrants etc.
- To liaise with the Site Manager to organise adequate desks, chairs, equipment and rooms for examinations.
- To organise examination rooms in accordance with the regulations – displaying relevant posters, signs, clocks etc., provide seating plans, and resolve all “clashes”.
To be responsible for the daily running of public examinations and ensure that the required procedures are followed during examinations, make arrangements for those young people unable to sit examinations with rest of candidates and deal with emergency requests for scribes etc.
- To produce a list of absentees from examinations to enable costs/entry fees to be retrieved.
- Ensure candidate mobile phones and valuables are stored safely during examinations.
- Deal with problems relating to examinations such as malpractice or late arrivals. Ensure appropriate processes related to these are fulfilled and parents are informed.
- Check and clean desks after each examination. Provide names of young people that have defaced desks (graffiti) to finance for charging.
- Oversee online tests for any subject as necessary, following the appropriate awarding body processes and controls.
- To liaise with the administration team to ensure all internal examination papers and resources are accurately checked prior to the examination.
- Collate material, edit and update the website with examination information, including dates and examination regulations.
- Maintain and update displays on examination information in appropriate public areas of the school.

Assessment:

- Assist in the administration of the assessment process
- To manage the termly assessment cycle: opening marksheets for data entry, checking for accuracy and running reports for internal evaluation.
- To ensure accurate termly reports are published to parents

Timetable

- Support the Data and Examinations Manager in the development and input of the school timetable.
- Support the Data and Examinations Manager in the Set up and maintain registration groups, allocate student memberships, tutors and Year Learning Coordinators using the school MIS.
- Update and apply periodic and casual changes to courses, teachers and rooms on Arbor.

Data

- [Administer and maintain data integrity within the School MIS systems \(Arbor and SISRA\)](#) to Administer and maintain data integrity within the school MIS systems (Arbor and SISRA) to
- Ensure that all reporting is accurate.
- Prepare and update electronic systems & procedures for collecting assessment data periodically in line with the school assessment cycle as and when required
- Administration of MIS for rewards, sanctions, behaviour, attendance, punctuality etc. and provide data reporting and analysis so that they are able to identify emerging trends and patterns
- Work with the Data and Examinations Manager in developing the use of software to provide staff with the most helpful and informative data sets possible to inform timely intervention and support for students
- Monitor the data collection process on an on-going basis and provide advice and guidance to staff on how processes can be further developed to increase understanding and raise attainment
- Organise the collection of End of Key Stage data and prepare this for reporting to parents.
- Administration of End of Year procedures, preparing the system for the new academic year including the promotion of students and staffing as necessary.



KEY



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Responsibilities

Exams Results:

- To be present on the day the school is notified of results, or to arrange for a suitable, well briefed substitute.
- To oversee the distribution of results to candidates.
- To make arrangements for the collection and distribution of exam results.
- To help with the analysis of exam results.
- To submit any result enquiries or appeals after authorisation.
- To help check DCFS statistics and examination results information before publication.
- To keep accurate records of all exam certificates received in the school as they arrive from boards and resolve any discrepancies.
- To organise distribution of certificates.
- Maintain archived certificates and results information.
- Receive and process requests for remarks, receipt of scripts and appeals against results liaising, as required, with relevant colleagues.
- Ensure that all late entry fees levied from students for resits are collected and paid to the
- Finance Department. This will be done in liaison with the line manager and with support from other administrators.
- Liaise with line manager and Head of Year regarding the organisation of examinations, student discipline during examinations and any issues related to student conduct relevant to examinations. This aspect of the role will include the briefing of students at assemblies, supported by key members of teaching staff.

Wider school responsibilities :

- Support the school's aims and objectives, take a full part in the liturgy and prayer life of the school and play a major role in the development of the school's Catholic ethos and fulfilment of the School Mission Statement.
- Fulfil any other reasonable duties requested by the Headteacher





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PERSON Specification

The person appointed will:

- Be committed to the Catholic ethos of the school;
- Demonstrate understanding of the role their subject plays in the delivery of the Mission of a Catholic School
- Demonstrate a commitment to the wellbeing and safeguarding of young people
- Good communication skills, both written and verbal
- Ability to work as a member of a team and work on own initiative
- Willingness to undertake training as required

Have experience of:

- Maths and Science GCSE to grade C or above is essential, NVQ Level 3 or equivalent is desirable
- Clear communication both one to one and with large groups
- Effective time management and organisation
- Excellent interpersonal relationships
- Have knowledge of and previous experience of secondary school examination processes and procedures
- Advanced IT Skills and Knowledge of Arbor MIS and A to C software.
- Navigating examination bodies websites and portals.
- Self-motivation
- Attention to detail

Where the postholder is disabled, every effort will be made to





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Contact

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Manchester
M40 0EW

Tel: 0161 681 6178

Web: www.smrchs.com

Email: contact@smrchs.com

Headteacher: Mr A Nightingale



DIOCESE OF  SALFORD

OUR MISSION

We pray as a community with Christ and with the teachings of the Gospel at our centre, shown in the things we do and in the ways we worship together.

We care for everyone in our school community, respecting them as individuals created by God and recognising and celebrating talents and successes. We see caring for others in the world outside of our school as part of our Christian responsibility.

We achieve the best we can in all aspects of school life by learning in lessons, succeeding in examinations and committing to extra-curricular activities.

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