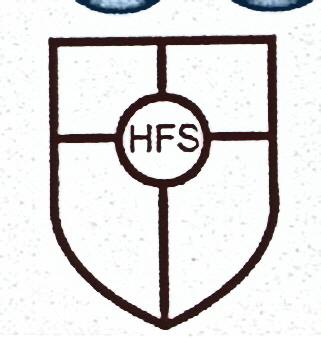
The Holy Family

Catholic School

*a voluntary academy*



**Data Officer**

**(including seasonal support for the Examinations Officer)**

**Required for as soon as possible**

***PO2 (Actual salary £35,058 - £37,767) permanent 37 hours, term time only plus 4 weeks***

The Holy Family Catholic School, a Voluntary Academy, wishes to appoint a data and examinations officer to join us as soon as possible.

The main purpose of the role will be to develop and maintain the Management Information Systems (MIS) systems, and provide data reporting and analysis for Senior Leaders, the Governing Board, the Trust, and other agencies including the DfE and Local Authority and to be responsible for the organisation and administration of all examinations, ensuring all examinations are delivered in line with Joint Council for Qualifications (JCQ) requirements.

The successful applicant will have:

* a minimum of 5 GCSE Grades A\*-C or equivalent including English and Maths.
* excellent organisational skills, to be able to prioritise work and meet deadlines.
* excellent IT skills including working knowledge of Office 365, SIMs and bespoke software packages or a willingness to train to use these packages
* experience of data processing and management including production of reports in a standard format.
* the ability to manage time effectively, organise and prioritise workloads and work proactively to ensure objectives are fulfilled.
* the ability to work to a high level of accuracy and attention to detail.
* the ability and willingness to work cooperatively as part of a team.
* the ability to communicate clearly and to a high standard both verbally and in writing.
* the ability to speak to groups of people confidently and clearly communicate information.
* the ability to communicate, showing care and respect for students, staff, parents and carers.

The Holy Family Catholic School, a Voluntary Academy is part of The Blessed Christopher Wharton Catholic Academy Trust, serving the town of Keighley and surrounding villages in pleasant-rural surroundings.

We offer an excellent platform for enhanced career development and whole school leadership opportunities in a friendly, supportive and enthusiastic staff team.

The successful appointment will be subject to a successful DBS check

**Please note we require you to apply using our application form, details of how to access are below.**

Further details and application forms are available by contacting Mrs M Clare by email: mclare@holyfamilyschool.uk

Tel: 01535 210212

**Closing Date:** Monday, 29 September 2025 at 9.00am