



Examinations and Data Officer

Start: January 2026

LBR Scale 7, Points 23-25

£38,256-£39,276 FTE

Application Pack



Wanstead High School

Education with Character

Redbridge Lane West, Wanstead, London E11 2JZ

- Tel: 020 8989 2791 • Email: whs@wansteadhigh.co.uk
- Website: www.wansteadhigh.co.uk



Headteacher: Miss E Hillman

November 2025

Dear Prospective Candidate

Thank you for showing an interest in our school.

I have been Headteacher since September 2022, and love the school, the pupils and the commitment to 'Education with Character'. This is a great place to be, with great staff, a welcoming atmosphere, opportunities for growth and development via a robust CPD programme at all levels, and strong links with local schools; including being part of the Seven Kings Teaching Alliance. Behaviour for learning is very good and pupils are polite, engaging and motivated. They really are truly amazing young people with bags of character and creativity.

The school was 100 years old last year and we strive, as then, to be the best local school for the community, providing unparalleled opportunities for our pupils to find their interests and develop a passion for learning, as well as growing to be lovely human beings!

The school received a 'Good' Ofsted judgement in May 2025 and the [report](#) celebrates the things we are really proud of and highlights our amazing young people. The school is clear about its development priorities and aspires to improve further and offer an outstanding education for all. We seek to enable all pupils to achieve the highest academic standards, with a particular focus on further supporting our SEND learners and continuing to develop adaptive teaching and filling gaps in learning. For the second year, our disadvantaged pupils outperformed our non-disadvantaged pupils in progress measures.

We encourage you to visit or call and learn more about the school and get a better understanding of what we are, what we stand for and the journey we are on.

We have a clear and strong Behaviour Policy and have bold plans ahead to ensure all our young people are supported and developed during challenging times and a growing backdrop of mental health needs. We are exploring exciting new models of appraisal to make sure staff really do grow and develop - a high challenge, low threat approach supported by line management and instructional coaching. This is an exciting place to grow and develop as a teacher, staff member or leader.

Whilst we want to ensure change as per our School Development Plan, we are also committed to ensuring this is a truly great place for staff to work - we constantly consider well-being and offer great perks for teachers like the opportunity to leave school if staff have free periods for the rest of the day, as long as directed time is made up elsewhere. We also offer free tea and coffee in the staff room and are looking to develop a much more active staff social life in the future for those who like this sort of thing!!

We are looking for an organised, proactive and detail-driven Exams Officer to join our vibrant school community. You will play a key role in coordinating and delivering all public and internal examinations (GCSE and GCE), ensuring that processes run smoothly, efficiently and in full compliance with JCQ regulations.

As outlined above, we welcome visits to the school and I am happy to talk over the phone to anyone about the role and/or school. We currently have a large building project taking place, which will add 14 new classrooms and associated facilities, with a dedicated dining hall, commercial kitchen and a Leisure Centre and swimming pool on site. I hope you will have the vision to look beyond the temporary facade. Please do not hesitate to get in touch and learn more about this amazing school.

Yours sincerely

Emma Hillman
Headteacher

Application Requirements

Please write a statement in support of your application.

This must address the Person Specification

Statements in support of your application should be no longer than two sides of A4.

The closing date for this post is 23:59 on Thursday 04 December 2024 although outstanding candidates may be interviewed before the closing date.

To apply for this role, please visit our website: wansteadhigh.co.uk/vacancies.

Interviews TBC.

Candidates should be advised that if they have not received a response within 2 weeks of the closing date, they should assume that they have not been shortlisted.

If you would like to speak to the Headteacher or Department Leader regarding this post or if you have any questions, please contact HR (recruitment@wansteadhigh.co.uk).



Further Information

Full/Part time: Full time

Start Date: January 2026

What We Are Looking For

We are looking for an organised, proactive and detail-driven Exams Officer to join our vibrant school community. You will play a key role in coordinating and delivering all public and internal examinations (GCSE and GCE), ensuring that processes run smoothly, efficiently and in full compliance with JCQ regulations.

The ideal candidate will bring excellent administrative skills, strong communication, and the ability to work under pressure with calm professionalism. You will manage exam timetables, entries, results, and invigilators, while providing high-quality support to students and staff throughout the exam cycle.

If you are committed, adaptable and motivated by helping young people succeed, we would love to hear from you.

What We Offer

This is a great opportunity for an enthusiastic and diligent candidate who is keen to develop their skills in a successful school that will provide great support and encouragement. We offer an outstanding opportunity for the right person to make a real impact on children's lives, and to develop their career in a very pleasant, successful and innovative school. We hope that you will decide to pursue your application and that you will consider a future with us at Wanstead. Whilst you will need to work hard, we value well-being and support all staff with flexible ways of working where possible.

Some of our key benefits are:

- Short walking distance of Wanstead (0.4 miles) and Redbridge (0.6 miles) Central Line stations;
- Close to vibrant high street with cafes, independent shops;
- Close to Wanstead Green and local parks;
- Subsidised access to the Leisure Centre and upcoming Swimming Pool;
- Free parking in the Leisure Centre for staff;

At Wanstead High School, we are committed to staff wellbeing and provide the following benefits:

- Contribution to Eye Care and Cycling Scheme;
- Free access to Counselling Services;
- Free breaktime tea and coffee;
- Termly, free staff breakfasts;
- Catered Inset Days;
- Subsidised school lunches;
- Support of flexible working, where possible;
- Recruitment and Retention;

As part of Seven Kings Teaching School Alliance, Wanstead is able to provide a wide variety of CPD opportunities for staff at all stages of their career, both within Wanstead and the Teaching School Alliance. The post offers an excellent opportunity for the right person to develop their career within an exciting and supportive department and school.

Headteacher's Welcome From [Website](#)

I am an experienced and successful Headteacher having been Head of Heathcote School for 5 years prior to joining Wanstead High in September 2022. I have worked for 30 years in, and with, London schools and love the diversity and ambition of young people in our capital city. I have a 16-year-old daughter, and she drives my passion and ambition for children, ensuring that all pupils have an opportunity to be the best they can be; finding their interests and talents and ensuring they are nurtured.

Wanstead High has so many strengths, not least the inclusive and warm ethos, that I have experienced from day one, as well as the strong academic foundations and exam results. Our School Improvement Partner stated that staff at Wanstead High 'hold children's lives in their hands and hearts'.

At GCSE in 2025 a third of grades were assessed at grades 9-7 and Maths and English results were well above national. We are very proud the disadvantaged pupils out performed non-disadvantaged pupils in progress measures.

At A level, 29% pupils achieved A*-A, 61% A*-B and 82% A*-C, increasing from last year and well above national figures. 59% of pupils will be studying at Russell Group Universities and two pupils are on their way to Cambridge, one with 2A*s and 2 As in Geography, History of Art, History and Art.

There was so much positive feedback from our pupil survey last year, for example, one pupil said that what they love most about the school is that 'All the teachers care about how you feel and how you are progressing in class.' Others loved the 'lunch, staff, food, opportunities' and 'the learning in which teachers make the learning most effective and find fun ways to learn to encourage children.'

Parents also rate highly the discipline, diversity, friendship, good education, care from staff and inclusive approach and nearly 90% agree or strongly agree that their child is happy in school. In addition, 90% of staff agree or strongly agree that they really enjoy working at the school.

Some other feedback from pupils that helps to get a better understanding of what the school is about:

- ★ *'The ability to feel accepted.'*
- ★ *'The school achieves good results and there are kind, caring and patient students in the community - you give the school a good reputation.'*
- ★ *'I am proud of being a part of the Wanstead High Community because I am able to learn with the best teachers and I have many learning opportunities to help build a great future.'*
- ★ *'Dance and music opportunities.'*
- ★ *'Definitely the togetherness we have at this school, and it's a really inviting atmosphere.'*
- ★ *'The way how the school runs and makes me feel as if I belong here.'*
- ★ *'Everyone is very nice and supportive especially teachers.'*
- ★ *'Safety and kindness.'*
- ★ *'How close we all are and how much we all support each other.'*
- ★ *'Being part of a lovely team including space where you feel that you can openly talk about your thoughts and feelings, and you feel supported by all members of staff.'*

We know we are not yet perfect, but we will never rest on our laurels. Leaders at all levels in the school are reflective and honest and able to forensically analyse what needs to happen to continually grow and improve. We also encourage feedback to ensure we listen to the voices of our stakeholders. The staff are passionate and dedicated subject specialists, committed to providing 'education with character' for all and capable of ensuring the best quality learning and teaching and results for pupils. It is vital that all pupils have the same opportunities and chances to reach their potential, and we address areas where this is not the case.

We strive to ensure the curriculum is rigorous, but also romantic, and engages pupils at all levels, as well as being diverse and forward-thinking. I am passionate about developing the full person, ensuring enrichment opportunities for pupils of all ages, and enabling excellent mental health and well-being, supporting pupils and staff still, in some cases, affected by after-effects of Covid and for the community to continue to grow and flourish.

School Information

Wanstead High School seeks to enable all pupils to achieve the highest academic standards. At A level in 2025, 29% pupils achieved A*-A, 61% A*-B and 82% A*-C, increasing from last year and well above national figures. 59% of pupils will be studying at Russell Group Universities and two pupils are on their way to Cambridge, one with with 2A*s and 2 As in Geography, History of Art, History and Art.

Our Progress 8 score has been positive and above average for the past 3 years - there are no 2025 progress measures.

A large number of our pupils stay on to the Sixth Form and the majority of these gain entrance to universities and other centres of Higher Education, and we also recruit a substantial number of post-16 pupils from the surrounding area.

The school is maintained by the London Borough of Redbridge and is situated in a residential area near Epping Forest, served by the London Transport Underground Central Line and the M11 motorway. It is, therefore, both within easy reach of central London and out-lying areas such as Essex and Hertfordshire.

There are currently approximately 1438 plus pupils on roll including 250 pupils in the Sixth Form. Currently there are 150 teaching and support staff. Eight forms of entry (240 pupils) are admitted at Year 7. The school encompasses a rich social and cultural diversity and 35% of pupils speak English as an additional language. There are over 35 languages spoken by the pupils. The school is heavily oversubscribed.

All pupils wear uniform except in the Sixth Form where pupils are required to wear tailored clothing. After much liaison with 40 linked primary schools (7 main feeders), pupils join one of eight mixed ability tutor groups and the school seeks to maintain the composition of this and the association with the same tutor throughout the pupil's career. The year based pastoral system is central to the discipline and wellbeing of the pupils. Tutors are led and supported by an experienced team of pastoral heads.

The school has some very good facilities, including a good Sixth Form Centre with state of the art study facilities; ten well equipped Science laboratories and a purpose built theatre, a dance studio and music suite. Considerable refurbishment has taken place over recent years, with work still on-going. The school is well-resourced with IT equipment. There is currently a new build project which you will see if you visit - this will be a new Humanities Block and swimming pool and is therefore a joint enterprise between Leisure and Education. This does impact the day to day running of the school and we are very much looking forward to its completion.

The school's sports facilities are used as a local Leisure Centre, which serves the community in the evening, but which is part of the school during the day. It comprises 4 squash courts, a sports hall, a gymnasium, a multi-purpose sports hall, a fitness training room and a floodlit play area.

School Vision and Aims

Who Are We?

Wanstead High School is a modern, forward-looking school with traditional values maintained over the last hundred years. We seek to provide the best, most inclusive, local education for all our pupils and a thriving and collaborative environment for staff, ensuring no one is left behind. We seek to develop a passion for learning which promotes academic and career success, happiness, personal growth and confidence whilst ensuring everyone is safe and everyone is able to benefit from the right help when they need it.

We all achieve in our learning community by being:

- **Ready**
- **Respectful**
- **Responsible**

What Is Our Vision?

A school that creates.....

- A love and passion for creative and collaborative learning - inside and outside of the classroom - which is encouraged to drive progress and ambition within our school: staff, Governors and pupils alike.
- A curriculum on offer that is engaging, relevant, broad and balanced and is implemented equally for every pupil in every classroom.
- The development of character is fostered in all areas of school life and pupils develop to be kind and respectful of others views and opinions and nobody tolerates bullying or discriminatory behaviour. Pupils also strive to achieve specific character virtues that they have chosen, including integrity and teamwork.
- All pupils are challenged consistently to excel in everything they do, from academic study, sport, artistic skill, through to their personal and group behaviour and attendance.
- Pupil, parent and staff voice and strong relationships help to shape our values and development.

Our Learning Community

- A Wanstead High pupil will develop to be a happy, kind, safe and well-rounded character, able to self-regulate, who has been encouraged, supported and challenged in school to maximise opportunities in all areas. They will be able to make confident, positive and informed choices about their life and role in British society beyond Wanstead High School.
- A Wanstead High parent/carers will support the school at all times and be secure in the knowledge that their child will be treated as an individual, exposed to knowledge, skills and character development in an innovative and forward-thinking way and will be supported on the journey from childhood to a confident, successful and happy adult life.
- A Wanstead High School staff member will be given the opportunities, space and support to become reflective, passionate, energetic and positive about their role, always looking to collaborate, grow and develop and expand their experiences both inside and beyond our learning community.
- A Wanstead High School Governor will be enthusiastic, well-informed and motivated to challenge and support our learning community to deliver our vision and values in a productive, successful and collaborative way.

School Ethos

We expect our staff to:

- Play a full part in the life of the school community, supporting its distinctive vision and ethos and leading staff and pupils in doing the same
- Actively support the school's corporate policies and aspirations
- Adhere to the staff professional code of conduct as developed collectively by staff
- Comply with the school's Health and Safety Policy and undertaking risk assessments as appropriate
- Check emails on a daily basis to keep up to date with issues communicated within the school.

All staff are expected to behave in accordance with the school values and a culture of high challenge and low threat.

School Site and Accessibility

Wanstead High School is committed to providing an inclusive and accessible environment for all members of our community. We recognise the importance of diversity and strive to create an atmosphere that accommodates individuals of varying abilities.

While we are actively working towards improving accessibility, it is important to note that currently, certain areas of the school are not wheelchair accessible. We estimate that approximately 70% of the school premises may pose challenges for individuals using wheelchairs.

We encourage candidates to inform us of any specific accommodation needs during the application process. We are committed to working collaboratively to provide reasonable accommodation that facilitate equal participation in the recruitment and employment process.

Wanstead High School is an equal opportunity employer and encourages applications from individuals of all backgrounds, including those with disabilities.

Safeguarding

Wanstead High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share in this commitment. This post will be subject to an enhanced DBS check and Overseas Police checks, if applicable. Online searches will also be carried out for shortlisted candidates.

Successful candidates will undergo full Safer Recruitment checks including, if applicable, Children's Barred List check, Right to Work check, Qualifications check, Section 128 check, Prohibition from Teaching check and Professional References.

Shortlisted candidates are aware that their applications and data submitted will be kept on file for a period of 6 months and will not be disclosed to any third parties without their consent.

JOB DESCRIPTION

Job Title	Examinations & Data Officer	Grade	LBR Scale 7, Points 23-25 Salary range: £38,256-£39,276 FTE
School	Wanstead High School		
Reports to	Examinations & Data Manager		
Responsible for	Invigilators		
Hours	08:00-16:00 (including a 50 minute lunch break) 52 weeks per year <i>Some flexibility required during the public examinations periods when an early start and late finish will be needed. Paid overtime or hours in lieu will be given at a less busy time of the year in agreement with Line Manager</i>		
Purpose of Job			
To be responsible for supporting the Exam and Data Manager in: • To be responsible for managing the effective and efficient management and administration of external examinations in accordance with the Joint Council for Qualifications (JCQ) regulations and/or awarding body rules for exams administration in a consistent and secure fashion, thereby helping to maintain the integrity and security of the assessment process; • To provide support, advice and guidance to the head of centre/senior leadership team in ensuring that the centre is compliant with the JCQ regulations and awarding body requirements in order to ensure the security and integrity of the examinations/assessments at all times; • To complete the Exams Officer Professional Standards on an annual basis by ensuring a thorough knowledge and understanding of JCQ and awarding body regulations and processes, developing/acquiring the key skills needed to perform the role effectively, and signing, and agreeing to comply with, the Exams Officer Professional Standards; • To act on behalf of, and be the main point of contact for, the centre in matters relating to the general administration of awarding body examinations and assessments; • To closely liaise with key stakeholders (external and internal) to ensure exams administration processes are strictly followed; • To understand JCQ and awarding body key dates and deadlines and have in place robust procedures to ensure these are met; • To ensure examinations are conducted in accordance with the regulations; • Through taking an ethical approach and working proactively to avoid malpractice among students and staff, supports the head of centre in taking all reasonable steps to prevent the occurrence of any malpractice/maladministration before, during the course of and after examinations have taken place; • To be responsible to the Senior Leadership Team; • To provide a comprehensive examination service for the school with overall responsibility for leading internal and external examinations with the regulations as set out by JCQ and/or the awarding bodies; • To provide training and support to invigilators, teaching staff and students on examination related matters.			

Before Examinations**Planning**

- Maintain and develop systems to manage and coordinate all aspects of the exams administration process;
- Research and understand qualifications and how they are assessed;
- Identify and access relevant support available from external stakeholders (Awarding bodies/JCQ/Network group/National Association of Examinations Officers/The Exams Office, etc.);
- Comply with JCQ and awarding body regulations, guidance and instructions and keep abreast of developments/changes/updates;
- Effectively use JCQ and awarding body online tools where required (e.g. the Centre Admin Portal (CAP), secure extranet sites);
- Ensure familiarity with the centre's Management Information System (MIS);
- Oversee (as the main administrator) and manage appropriate access rights for relevant internal stakeholders using JCQ and awarding body online tools;
- Manage own time effectively to ensure key tasks are undertaken and external key dates and deadlines are met (Achieved by creating and working to an annual exams plan);
- Communicate clear internal deadlines and processes for gathering/sharing exam-related information from/with relevant internal stakeholders;
- Brief candidates/staff/parents/carers on examination regulations and requirements;
- Actively support the head of centre in co-operating with the JCQ Centre Inspection Service, an awarding body or a regulatory authority when subject to an inspection, an investigation or an unannounced visit;
- Annually confirm the information required by the National Centre Number Register (as administered by OCR on behalf of the JCQ) and informs of any changes to centre status;
- Manage arrangements to receive, check and store confidential question papers and examination material safely and securely at all times and for as long as required in accordance with the regulations;
- Support the head of centre in managing potential conflicts of interest by informing the awarding bodies to timescale for each examination series and recording the measures taken to mitigate any potential risk to the integrity of the qualifications affected;
- Contribute to the creation/review/update of exam-related policies/procedures as required by the regulations and accurately reflect working practices in the centre;
- Support the Special Educational Needs Coordinator (SENCo) and if needed liaise with the Examinations Access Arrangement assistant (or invigilators) in implementing and administering examination access arrangements and reasonable adjustments for eligible candidates (online or on paper).

Entries

- Observe the awarding body's terms and conditions for the entry and withdrawal of candidates for their examinations/assessments;
- Register or enter candidates for an examination or assessment in accordance with the awarding body's published procedures for that qualification;
- Submit registrations, examination entries and certification claims by the deadline(s);
- Implement processes and liaise with relevant internal stakeholders to gather correct entry information to internal deadlines implementing strategies to avoid late (or other penalty) fees;

- Maintain required identifiers for each candidate entered for an examination/assessment and enter candidates who are on roll at the centre as internal candidates;
- Verify the identity of all students that are entered for examinations/assessments;
- Effectively use internal and external IT systems to submit and manage awarding body registration and entry data;
- Liaise with the Finance Department to ensure fees are paid as instructed and at the time specified by the awarding bodies;
- Submit any applications for transferred candidate arrangements in accordance with the JCQ/awarding body requirements;
- Liaise with relevant internal stakeholders to ensure final entries that have been submitted to an awarding body are regularly monitored, submitting timely changes (amendments/withdrawals) to ensure candidates take the correct papers at the correct time and enabling awarding bodies' to deliver accurate results to the centre.

Pre Exams

- Recruit, train, update and manage a team of invigilators;
- Manage the arrangements for the timetabling, rooming, seating, resourcing and invigilation of examinations in accordance with the regulations;
- Effectively resolve exam timetable clashes and manage overnight supervision arrangements (where arrangements may be required as a last resort once all other options have been exhausted) in accordance with the regulations;
- Ensure all candidates are notified of their examination entries and the dates and times of their examinations/assessments in accordance with the regulations;
- Ensure all candidates are aware of the JCQ and awarding body information and regulations regarding the conduct of their examinations/assessments prior to these taking place;
- Inform the JCQ Centre Inspection Service where it is intended that a timetabled examination for any candidate(s) will be conducted at an alternative site;
- Confirm relevant internal stakeholders to complete administrative tasks associated with centre assessed work in an accurate and timely manner in accordance with the requirements of awarding bodies and moderators;
- Support the Special Educational Needs Coordinator (SENCo) (or equivalent role) in implementing examination access arrangements or reasonable adjustments for eligible candidates (appropriate arrangements for rooming, resourcing, facilitation, invigilation etc.);
- Effectively manage arrangements for the secure storage and dispatch of examination scripts for marking.

During Examinations

Exam Time

- Effectively manage the conduct of examinations in accordance with JCQ regulations and/or awarding body rules;
- Ensure all exam accommodation is prepared in accordance with the requirements;
- Effectively deploy fully trained invigilators to exam rooms according to the requirements;
- Manage unexpected issues/irregularities which may affect the conduct of examinations;
- Support the head of centre in investigating and reporting cases of suspected or actual malpractice in connection with an examination as required by the JCQ and awarding bodies;
- Manage emergency access arrangements for eligible candidates as the need may arise during exam time;

- Maintain the confidentiality and security of candidates' responses and dispatch scripts according to the requirements;
- Submit to the published timescales, relevant follow-up reporting to awarding bodies' in relation to the very late arrival of candidates for examinations and applications for special consideration where candidates meet the published criteria.

After Examinations

Results and Post-Results

- Ensure candidates and relevant internal stakeholders are aware of processes, key dates and deadlines in relation to the issue of results and the arrangements for post-results services;
- Plan, prepare for, and manage the restricted release of results and the distribution of provisional statements of results in accordance with JCQ regulations and/or awarding body rules;
- Effectively use internal and external IT systems to access and manage awarding body results information;
- Understand awarding body results indicators and provide support for relevant internal stakeholders in accessing results reports/analysis tools;
- Effectively use external IT systems to administer post-results services in accordance with the regulations to the published deadlines;
- Manage and administer the receipt, distribution and retention of examination certificates according to the regulations.

Other

- Successfully complete/adhere to the Exams Officer Professional Standards on an annual basis;
- Acquire/evidence a thorough knowledge of JCQ and awarding body regulations and requirements;
- Acquire/develop the skills required to undertake the role effectively and efficiently;
- Engage in the centre's Appraisal/Professional Development Programme;
- Undertake training, update or review sessions as required;
- Undertake other duties appropriate to the grade and responsibilities of the role as may be required by the head of centre/member(s) of the senior leadership team responsible for examinations, for example:
 - the preparation for and conduct of internal examinations under external examination conditions;
 - other exams-related administrative tasks.
- To ensure that all policies relating to examinations are fully compliant with JCQ guidance and regulations and are updated annually to reflect any developments within these regulations;
- To liaise with school leadership staff to establish best working practices and policy covering organisation of exams and mandatory reporting requirements;
- To ensure that all policies and examination information is up-to-date on school website;
- Ensuring that all exams information, ie. Results day, Mock dates and timetables are published on school website;
- Ensuring that timetables and JCQ regulations are disseminated to parents via various platform (i.e SIMs, Edulink or other MIS in use)
- To be responsible for maintaining up to date and secure links with all examination board websites/portals;
- Check to ensure that BTEC LIV have completed necessary training for marking course work.

Data Management

- Support with the school's main data systems including the schools MIS (currently SIMS), assessment tracking systems, and reporting dashboards;
- Ensure valid, accurate, and complete data is entered into these systems in a timely manner;
- Perform daily, weekly, and monthly checks on the data integrity;
- Develop and document data policies, procedures, standards, and data dictionary;
- Continuously improve data processes and systems.

Reporting

- Support with producing detailed data reports and analysis for school leaders, teachers, parents on student attainment, progress, attendance, etc;
- Automate reporting processes where possible through dashboards and self-service analytics;
- Assist departments in building their capacity to extract and analyse data to inform teaching and assessments;
- Advise school leadership on interpreting data reports to inform decision making.

General

- Attend and participate in relevant meetings, training and other learning activities;
- To undertake any training commensurate with the post;
- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager;
- To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace;
- Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy;
- The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

The above-mentioned duties are neither exclusive or exhaustive and the post holder may be required to carry out other duties as required by the service.

Name of post holder:

Date:

Signature:

**PERSON SPECIFICATION
EXAMINATIONS & DATA OFFICER**

Essential	Desirable
Qualifications	
GCSE Maths and English, minimum grade C/4, or equivalent	Educated to Degree level or equivalent
Experience	
- Experience of using Microsoft Office Suite; - Evidence of managing MIS systems for reporting to management and other stakeholders; - Experience of using Email/Internet; - Experience of using Microsoft Excel and use of formulas to interrogate data; - General office experience, including answering phones, providing a reception service and dealing with a range of administrative tasks at the same time; - Experience of dealing effectively with the general public; - Experience of setting up and running a range of administrative systems.	Experience of using SIMS or similar database.
Skills, Knowledge and Understanding	
- Accurate keyboard skills; - Word processing and typing skills; - Good understanding of databases; - Must be well organised; - Must be well presented; - Excellent communication skills in writing and orally at all levels; - Ability to work under pressure while maintaining a positive, professional attitude; - Ability to work as part of a team; - Ability to organise and prioritise workload and work on own initiative; - Ability to take accurate messages, follow up where necessary; - Ability to communicate effectively with staff, students, parents and agencies/ statutory bodies etc and maintain good working relationships; - Ability to accurately input information on a database; - Flexible and willing to contribute to the success of the team; - Experience of using, setting up, maintaining and developing administrative systems; - Problem solving; - Attention to detail in communication and	

planning; • Being a first point of contact for directing calls/ giving relevant information effectively.	
Personal Qualities	
• Have excellent interpersonal skills and be able to communicate effectively; • Ability to develop good relations with staff and pupils and the wider school community; • Ability to work some evenings.	