



Houlton School  
Administrator: Data and Examinations



Job Description and Person Specification  
NJC05 – NJC06

# Welcome from the Principal

It is my great pleasure to introduce you to our Houlton family, where **innovation**, **aspiration** and **excellence** are at the heart of all we do. As His Majesty's Inspector, Nicola Harwood noted when Ofsted visited us in 2021, we '...place spiritual, moral, social and cultural education at the heart of the curriculum so that **pupils flourish and are well prepared for life beyond school**.' I am the founding Principal of the academy, so make no apologies for the passion, commitment and high expectations I have for everyone and everything at our very special school.

We proudly encourage pupils to consider themselves to have joined the unique experience of the '**Houlton family**'. Dr Maya Angelou once wrote that, '...family isn't always blood; it's **the people in your life who want you in theirs: the ones who accept you for who you are**, the ones who would do anything to see you smile and who love you no matter what.' This underpins our approach at Houlton, where difference is celebrated as integral to our supportive, wider community.

We have the privilege of occupying an exceptional campus, including our Grade II listed buildings that previously housed Rugby International Radio Station. Some established schools are lucky to be provided with refreshed, enhanced facilities in one or two specialist subject areas, such as the Arts or STEM; however, our pupils enjoy state-of-the-art facilities alongside stunning heritage buildings across the **entire curriculum**.

At Houlton School we have the highest expectations of our pupils: **excellence** is expected in all aspects of behaviour and attitudes, and pupils will be expected to always do their very best. Uniform and standards of appearance are important and traditional here: we expect them to be worn correctly and with pride as the foundation of everything else we do as a family. We encourage our pupils to always model our values and will support them in all aspects of school life, providing them with the very best teachers, facilities, and opportunities to explore their emerging talents.

Colleagues here enjoy a supportive environment in terms of their careers, whether they be teachers or any other role within our organisation. One of our Trust's key ambitions is to 'nurture potential' and we subscribe to this aspiration whole-heartedly.

I strongly recommend that potential applicants come and pay us a visit to see what a fantastic place this is to work and learn; I have every confidence that if you do, you'll want to support us in the next, exciting phase of our expansion as a community.



**Michael McCulley**  
Principal

# About the Role

Thank you for your interest in the position of Front of House Administrator: Data and Examinations at Houlton School.

This pack has been designed to help you should you choose to submit an application to us, which we sincerely hope you do. The pack aims to answer all your initial questions, but if not, please do not hesitate to contact us. It is extremely important to us that you feel comfortable and confident enough to proceed with your application, as we aim to make the very best appointment possible.

## **So, who are we looking for?**

Houlton School has an exciting opportunity to join our successful school. You will join a passionate team of teachers and associate staff who are committed to providing a World Class experience for all our pupils. We are delighted to offer this exciting new opportunity for an enthusiastic Data and Examinations Administrator to join our successful school.

As Houlton School moves into its fifth year of operation, we are preparing for our first formal exam series alongside opening our Post 16 provision. The duties of the role will vary throughout the academic year, and we are looking for a versatile administrator who will be comfortable using a range of data and exam board IT systems and communicating in a calm confident manner with pupils, parents, colleagues and examination boards. You will be an excellent team member who is highly motivated to learn. Previous experience of exams administration is not required, provided you have strong IT and administrative skills.

The successful candidate will have a good knowledge of all office applications, be responsive and solution-focused and have a keen eye for detail. If you have the ability to use initiative and work well within existing structures, are keen to work with a growing team and to support the development of new systems and practices that will enable us to deliver the very best care to all our stakeholders then we would like to hear from you.

## **Who should apply?**

The Transforming Lives Educational Trust is growing and there is great opportunity for progression. If you are a passionate professional with knowledge and experience of supporting children and young people, please apply now to be considered for an interview.

Our aim is to enable all pupils to achieve their potential academically and personally, regardless of ability or disability. We aim to increase whole school and community awareness of the importance of quality and equity of opportunity for all pupils and are committed to providing an integrated and inclusive curriculum to meet individual needs, promoting positive achievement and independence for all.

## **Why work for Houlton?**

- A caring school on a 20 acre, green-field campus that is small enough to know every pupil's name and story, yet large enough to offer an exciting breadth of curriculum, including our brand new Sixth Form, which launches in September 2026.
- You'll be working within a community of passionate, committed colleagues who genuinely support each other.
- A staff well-being team implements various strategies to boost staff engagement including various activities, events, conferences, and many other staff benefits.
- Excellent opportunities to develop and grow in the successful and expanding Transforming Lives Educational Trust, a growing Multi-academy Trust based within the local community.

## **What next?**

We want to hear from you if you are as excited as we are about this fresh opportunity within our successful and growing Trust. In return, we can offer the right candidate the chance to work within our innovative and forward-thinking Trust as well as offering excellent professional development and progression.

We encourage you to consider the information in this pack carefully and use it to picture yourself within the role at Houlton. Should you wish to discuss any element of the pack in more detail, please don't hesitate to contact us. We look forward to receiving your application, details on how to apply can be found below.

# Job Description

<b>Academy/College:</b>	Houlton School
<b>Job Title:</b>	Administrator: Data and Examinations
<b>Contract</b>	FT Permanent (8.15 – 4.15pm) Term Time Only + Five days NJC05 to NJC06 £24,790.00 to £25,183.00 FTE <i>Actual Salary: £21,490.42 to £21,831.11</i>
<b>Start Date</b>	September 2025
<b>Responsible to:</b>	Data and Examinations Manager
<b>Key relationships/Liaison with:</b>	Staff Pupils Parents External Agencies
<b>Job purpose:</b>	To support the Data and Examinations Manager in ensuring monitoring and tracking of pupil data is robust and that examinations are robustly planned in line with JCQ guidelines.
<b>MAIN ROLE AND RESPONSIBILITIES:</b>	
<ul style="list-style-type: none"> <li>• To support with the preparation and processing of marksheets for assessment data drops and ensure completion in line with the school's assessment calendar</li> <li>• To support with ensuring pupils reports are produced and distributed to deadline</li> <li>• To assist with maintaining SISRA and FFT and extracting relevant targets for pupils</li> <li>• Data collation and analysis in Excel and Google sheets.</li> <li>• Support with organising and correctly submitting to exam boards exam entries, exam access arrangement applications, exam scripts, special consideration applications and enquiries about results.</li> <li>• Follow procedures that ensure the security and integrity of all exams as directed by exam board regulations and school policies and procedures</li> <li>• Deal with routine enquiries, providing general information about the exams process – in person, by phone and email</li> </ul>	

- To support Data, Examinations and Assessment Manager in ensuring all invigilation staff are appropriately deployed and are provided with administrative support
- Carry out invigilation duties when required
- Support pupils requiring help/support and referring them to other appropriate staff in school
- Support in maintaining exams and assessment records / files / data bases, inputting and retrieving information
- To attend regular line management and appraisal meetings and undertake CPD appropriate to the development of the role.

#### **Other duties**

- To interact with pupils, staff and parents daily, in a positive, approachable and professional manner.
- To work as part of a wider team to cover break, lunch and after school duties as needed.
- To build relationships with pupils through running a club or activity of your choice as part of our co-curricular timetable.
- To adapt to situations as they arrive and be flexible during the working day.
- To deal with issues in a positive manner, communicating actions to staff and parents as appropriate.
- To actively use SIMS, CPOMS and Edulink to ensure that incidents and actions are meticulously logged.
- To be alert to safeguarding issues, log and pass on concerns as appropriate, deal confidentially and sensitively with parents and students undergoing difficulties.
- To undertake training commensurate with the post.
- Respect confidentiality at all times.
- To understand and apply school policies in relation to health, safety welfare and Child Protection.
- Ensure that all duties and services provided are in accordance with School's Equal Opportunities Policy.

#### **Management Information**

- To maintain appropriate records and to provide relevant accurate and up-to-date information for MIS, registers, etc.
- To complete the relevant documentation to assist in the tracking of pupils.

### **Marketing and Liaison**

- To take part in marketing and liaison activities such as Open Evenings, Parents Evenings, Review days and liaison events with partner schools.
- To promote a positive image of Houlton School through dealings with outside bodies.

### **Management of Resources**

- To contribute to the process of the ordering and allocation of equipment and materials.
- To co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the school, team and the pupils.

### **Staff, Performance Management and Professional Development**

- We are committed to ongoing CPD and offer a variety of formal and informal support to all staff no matter what their role.

### **Premises and Administration**

- To ensure that the team's learning environment is safe, well maintained and attractive and in keeping with the School Health and Safety policy, reporting any concerns directly to the Site Manager.

### **Other Specific Duties**

- To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and pupils to follow this example.
- To promote actively the school's corporate policies.
- To continue personal development as agreed.
- To comply with the school's Health and Safety Policy and undertake risk assessments as appropriate.
- To undertake any other duty as specified by STPCD not mentioned in the above.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Post holders will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Post holders are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date shown, but following consultation with you, may be changed by leadership to reflect or anticipate changes in the job which are commensurate with the salary and job title.

#### Safeguarding

To be aware that all staff are responsible for the safeguarding and promotion of the welfare of children

This job description sets out the duties and responsibilities of the post at the time it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.

# Person Specification

**Job Title:** Administrator: Data and Examinations  
**Responsible to:** Data and Examinations Manager

The post holder will have a shared responsibility for the safeguarding of all children and young people. The post holder has an implicit duty to promote the welfare of all staff, children and young people and to be committed to promoting diversity and inclusion.

Specification	Essential	Desirable
<b>Qualifications/ Training</b>	<ul style="list-style-type: none"><li>• Maths &amp; English GCSE 4 (C) or above</li><li>• A good working knowledge of computer software packages including Microsoft Word, Excel, Google Sheets, Outlook, Gmail</li></ul>	<ul style="list-style-type: none"><li>• Further training in administration</li><li>• Experience working with SIMS</li></ul>
<b>Experience</b>	<ul style="list-style-type: none"><li>• Administrative experience</li><li>• Experience of diary management</li><li>• Successful development and monitoring of administrative procedures and processes</li><li>• Experience of a high degree of professional autonomy in relation to the key areas of school administration</li></ul>	<ul style="list-style-type: none"><li>• Experience in a secondary school setting.</li></ul>
<b>Knowledge/Skills (Ability to)</b>	<ul style="list-style-type: none"><li>• Excellent numeracy and literacy skills</li><li>• Effective verbal and written communication skills</li><li>• Good time management skills</li><li>• Produce and process data and documents to ensure accurate reports and information</li><li>• Ability to organise own workload</li><li>• Ability to prioritise workload</li></ul>	<ul style="list-style-type: none"><li>• Working knowledge of relevant policies / procedures / codes of practice / legislation, including Data Protection and Child Protection</li></ul>

	<ul style="list-style-type: none"> <li>• Ability to handle sensitive and confidential information and issues appropriately.</li> <li>• Ability to self-evaluate learning needs and actively seek CPD</li> </ul>	
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Calm</li> <li>• Confident</li> <li>• Flexible</li> <li>• Reliable</li> <li>• Professional and confident</li> </ul>	

# How to Visit and Apply

Please read the information in this pack. If you are interested in this job opportunity, please apply by downloading the application form from our website ([www.tlet.org.uk](http://www.tlet.org.uk)). Completed application forms should be emailed to [careers@tlet.org.uk](mailto:careers@tlet.org.uk) or posted to:

HR Department (Careers)  
c/o Houlton School  
Signal Drive  
Houlton  
Rugby  
Warwickshire  
CV23 1ED

If you have any questions about the role or would like to visit Transforming Lives Educational Trust or one of our Academies, please don't hesitate to contact us by emailing [careers@tlet.org.uk](mailto:careers@tlet.org.uk) or selecting option 1 on our telephone menu – 01788 593900.

If you decide to apply, you should include a supporting statement with your application form (either within the application or as a covering letter) on no more than two sides of A4, giving your reasons for applying for the post, addressing information you have read in the pack and particularly the person specification, and outline any relevant experience and personal qualities you would bring to the Trust.

Please do not send a general letter; we are really looking for someone who is prepared to respond to us as an individual Trust. You can be sure that we will take time and care in reading your letter; we appreciate how much time and energy goes into writing it.

## Recruitment Timeline

- **Position advertised:** 21 July 2025
- **Closing date:** 1 August 2025
- **Final shortlisting:** 2 August 2025
- **Final panel process:** TBC