



INFORMATION FOR CANDIDATES

Grace Academy Darlaston

Data and Assessment Administrator

Permanent appointment effective September 2026

Closing Date: Sunday 9th August 2026
(Interview Thursday 13th August 2026)

37 Hours per Week - Term Time only
Flexible working, Part Time or Job Share considered
£25,989 - £29,064 (actual £22,353 - £24,999)

"Grace Academy Darlaston is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to demonstrate this commitment in every aspect of their work."

Welcome from Henry Holland

Principal, Grace Academy Darlaston



Thank you for your interest in joining Grace Academy Darlaston, an 11-18 school that serves the community of Darlaston and the surrounding areas in and around Walsall. We are incredibly proud of our Academy and our community. We are proud of our happy students and staff, both of whom work together to achieve excellent results. Our mission is ongoing yet immensely rewarding. We work tirelessly to provide an excellent education for our students, with a focus on high standards and high aspirations.

Whilst our Academy is not a faith school, it does have a unique Christian Ethos based upon our five core values: *Grace, Respect, Integrity, Excellence and Potential*. We strive to uphold these values in all that we do and we are determined that our attitudes and actions reflect these each and every day.

Having recently been awarded the ACE School of Character Quality Mark, we have high standards in all aspects of learning and behaviour and set challenging targets for further career and personal development. We have a focus on learning and fun through a variety of extra-curricular and enrichment clubs, activities, special events and holidays. Our core set of values ensures that every student is given the opportunity to develop into confident, successful and happy young adults, ready to face the future.

We are rated by Ofsted as Good, with strong, focused leadership, the successful applicant will join a friendly, dynamic and supportive academy staff team who are wellbeing focussed. Further development opportunities are provided through internal and external CPD courses and academy training days.

The life in our academy and teamwork is very important to us and we hope you will be able to play a key part in that. We invite you to explore our website, visit our social media pages, and most importantly - come and visit. We look forward to receiving your application.

Henry Holland

Principal - Grace Academy Darlaston



Limitless **POTENTIAL** | Intentional **EXCELLENCE** | Mutual **RESPECT**
Genuine **INTEGRITY** | Amazing **GRACE**

An Introduction - Tove Learning Trust


EMPLOY
OVER
1,700
STAFF


EDUCATE
OVER
11,500
PUPILS

Tove Learning Trust (TLT) is a highly successful multi-academy Trust with primary, secondary and alternative provision schools across the West Midlands, Northamptonshire and Milton Keynes. We are a cross phase trust providing a high-quality education for over 11,000 children between the ages of 4 and 18. Within our family of schools we have four primaries, nine secondaries and two alternative provision schools.

As an employer of choice, we recognise every colleague is an individual, we value diversity, and work as a team to remove barriers to equity. We know that when you are 'the best you', whatever your role is with the Trust, you will transform students' lives.

The Trust is committed to ensuring that all children achieve as highly as possible and we work hard to offer stimulating environments that enable every learner to progress and flourish. We have a small central team and a committed Board of Trustees that are focused on delivering outstanding outcomes.

We aim to have academies that are excellent communities of learning where children thrive on success.

You will have access to a team of school improvement directors specialising in Maths, English, Science, Humanities, EYFS and SEND & Inclusion.

Our outcomes in the vast majority of our schools exceed national expectations and many of our schools are rated Good or better by OFSTED.

Employee Benefits:

- ✓ **Teacher & support staff pension schemes**
- ✓ **Continuous Professional Development (CPD)**
- ✓ **Training School Alliance**
- ✓ **Networking opportunities**
- ✓ **Specsavers Eyecare Voucher**
- ✓ **Flu vaccine**
- ✓ **Employee Assistance Programme (EAP)**
- ✓ **Medicash - Health Cash Plan:**
 - 24/7 GP Appointments & prescription services
 - Dental treatment
 - Optical care
 - Physiotherapy
 - Skinvision - skin health tracker
 - A range of essential healthcare expenses
 - Exclusive discounts on shopping & travel

TOVE LEARNING TRUST SCHOOLS

West Midlands

- Grace Academy Coventry
- Grace Academy Darlaston
- Grace Academy Solihull

Northamptonshire and Milton Keynes

- CE Academy
- Elizabeth Woodville School
- Huxlow Academy
- Knowles Primary School
- Lord Grey Academy
- New Horizons Academy
- Rushden Academy
- Sponne School
- Stantonbury School
- Water Hall Primary School
- Whitefriars Primary School
- Wootton Primary School

Data and Assessment Administrator - Grace Academy Darlaston

Job Description

REPORTING TO:

Strategic Lead for Data, Examinations and Academy
Timetable

MAIN PURPOSE

We are seeking to appoint a Data and Assessment Administrator to work within our busy Data and Exams Office. The primary function of this role will be to provide effective support across the Academy's central systems for Data and Assessments, helping to ensure accurate, efficient and timely management of information relating to student data, examinations and assessment processes.

Main Duties

- Coordinate administrative processes for internal assessments and Non-Exam Assessment (NEA), alongside the Strategic Lead and as required by Departments.
- Provide comprehensive support to the Strategic Lead in maintaining accurate data records across all school systems.
- Provide support to the Exams function when required.
- Have a detailed and effective knowledge of the Academy's Management Information System (MIS) and data systems to be able to deliver normal school operations.

Specific Duties

Assessment Administration

- Coordinate the administrative processes of internal assessments, including KS3 GL Assessments, Pearson Set Assignments and other NEA/internal units.
- Support with the setup and organisation of internal assessments, to include generating seating plans, arranging rooms and liaising with IT Support for PC based assessments.
- Support with the effective running of internal assessments and to be responsible for maintaining accurate records of the attendance to these sessions.
- Where appropriate, liaise with the Strategic Lead and Departments to ensure that students are given opportunities to catch up on any missed assessments in a timely manner.
- Upon completion of internal assessments, support with the collation of work for departments and subsequent submission of marks/work to Exam Boards.
- Keep an accurate record of in-class assessment dispensation requests from departments and support with coordinating the staffing of these assessments using the Exam Team's bank of invigilators.
- Support with ad-hoc reader and/or scribe dispensation arrangements, if required.
- Support with the review and update of annual Assessment Policies and Practices.
- Be familiar with exam board regulations and requirements in order to support with external exam invigilation or supervision, where required.
- Deputise, or provide cover, for members of the Exams Team, as required by the Strategic Lead.



Data and Assessment Administrator - Grace Academy Darlaston

Job Description

Specific Duties Continued

Data Administration

- Support the Data Team to maintain accurate data records across Academy data systems.
- Support with the general day-to-day administration of the Academy's MIS, to include data extraction, data uploads or ad-hoc student class changes.
- If required, support with the generation of student progress targets from KS2/KS4 exam data.
- Support the Strategic Lead with the general administration of marksheets for assessment, attitude and progress data collection.
- Support the Data Team with the upload of assessment data across Academy Data systems.

Data Reporting

- Assist the Strategic Lead with the checking and accurate entry of assessment data for the diarised data collection processes.
- Support with the generation and publication of regular student progress reports as required.
- Upon request, support with the production of various data reports using data from the Academy MIS.
- Support with basic analysis of data and initiate/suggest further reports to develop Academy reporting.

Other

- Ensure data protection policies are adhered to at all times.
- Engage in regular training and development opportunities, as appropriate for the role.
- Carry out any other reasonable duties as requested by the Strategic Lead, and to support the wider Data and Exams Team during periods of pressure or absence.



Tove Learning Trust expects its employees to work flexibly within the framework of the job description. This means the post holder may be expected to carry out work that is not specified in the job description but which is within the remit of the role, duties and responsibilities.

Data and Assessment Administrator - Grace Academy Darlaston

Person Specification

EDUCATION & QUALIFICATIONS	ESSENTIAL	DESIRABLE
Level 2/3 or equivalent qualification.	✓	
GCSE pass grade in English and Maths	✓	
Degree or equivalent		✓
KNOWLEDGE & EXPERIENCE	ESSENTIAL	DESIRABLE
Proficient user of Microsoft Office systems (including Microsoft Excel, Word, Outlook)	✓	
Experience of using Google software packages (including Google Sheets, Google Drive)		✓
Previous administrative experience		✓
Proven experience in a similar role of responsibility		✓
Experience of working with Secondary age students		✓
Experience of maintaining accurate records	✓	
Experience of producing clear, concise and accurate information to a high level	✓	
Proven experience in using data tools and spreadsheets to manipulate data and produce reports	✓	
Experience or use of a School Management Information System		✓
Experience or use of School Analysis Systems		✓
Knowledge of a school's examination and/or assessment systems		✓
Understanding of Safeguarding in a school context		✓
An awareness of current issues facing schools and education		✓

Data and Assessment Administrator - Grace Academy Darlaston

Person Specification

Evidence of work-based learning and commitment to participate in development and training opportunities	✓	
SKILLS & PERSONAL ATTRIBUTES	ESSENTIAL	ESSENTIAL
Good understanding and ability with relevant technology	✓	
Effective communication in written, verbal and electronic format	✓	
Excellent organisation and time management skills, with an ability to manage deadlines	✓	
Ability to be highly organised	✓	
Organising own workload	✓	
Working with others as part of a team	✓	
Able to cope well under pressure	✓	
Excellent attention to detail	✓	
Passion for working with students and ability to ensure a consistent approach in dealings with staff and students	✓	
Flexible approach, cheerful, courteous, helpful and tactful	✓	
Professional integrity and honesty	✓	

How To Apply/ Recruitment Process

TO APPLY

To apply, please forward an expression of interest letter (no more than two sides of A4) outlining your suitability for the role. Your statement should outline how you satisfy the qualification and experience elements of the person specification.

For candidates invited to interview, these responses will be explored further, together with the other elements of the person specification.

Please send your completed application by email to GADrecruitment@darlaston.graceacademy.org.uk

All applications will be acknowledged.

THE RECRUITMENT PROCESS

After the closing date, short listing will be conducted by a panel. You will be selected for an interview entirely on the contents of your application form, so please read the job description and person specification carefully before you complete your form.

All candidates invited to interview must bring the following documents:

- Documentary evidence of right to work in the UK
- Documentary evidence of identity that will satisfy DBS requirements
- Documentary proof of current name and address
- Birth certificate and where appropriate any documentation evidencing change of name
- Documents confirming any educational or professional qualifications that are necessary or relevant for the post

Please note that originals of the above are necessary, photocopies or certified copies are not sufficient.

**THE CLOSING DATE
FOR APPLICATIONS**
9th August 2026

SHORTLISTING
10th August 2026

INTERVIEWS
13th August 2026

FURTHER INFORMATION

Should you have any queries or issues with the dates outlined above or would like a confidential conversation, then please contact Lorna Sidaway, HR Manager, on 0121 568 3300 (GADrecruitment@darlaston.graceacademy.org.uk).

Tove Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. The post is subject to an enhanced Disclosure and Barring Service (DBS) clearance check.

References may be taken up for all shortlisted candidates prior to interview, unless otherwise specified. The trust reserves the right to research shortlisted candidates on social media platforms and the internet, and the recruitment panel may take this information into consideration during the recruitment process.



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www.darlaston-graceacademy.org.uk  GraceAcademyDarlaston  GADarlaston

www.tovelearning.org.uk  ToveLearningTrust  ToveLearningTrust

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