

# The South Wolds Academy and Sixth Form



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## *Data & Examinations Administrator Application Pack*

*March 2025*

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March 2025

Dear Applicant

**Data and Examinations Administrator**

Thank you for your interest in this post. Further details of the post can be found in this booklet and an application form is available on the East Midlands Education Trust website for your information

The South Wolds Academy is a popular, high-attaining 11-18 school. Our main aim is to enable every student to achieve their academic and social potential. We strive to achieve outstanding attainment and care, guidance and support, underpinned by a strong programme of enrichment that prepares our students for the rest of their lives. In December 2019 OFSTED judged us to be a good school with many outstanding features and the most recent report can be found on our website. We are regularly one of the 10 highest performing schools in Nottinghamshire and our "culture of high achievement is prevalent in all that we do.

At the centre of our improvements are outstanding staff who are committed to taking every possible step to enable our students to enjoy and succeed. If you are successful in your application for this post then you can rest assured that we will be absolutely committed to your professional development, work-life balance, and career aspirations. Governors, senior leaders and I are committed to enabling all staff to fulfil their roles successfully, to flourish professionally and prepare for the next stage of their career.

Perhaps our school is best summed up by OFSTED who reported that "pupils achieve well within a culture of high ambition" and "teachers have high expectations of what pupils can achieve". We are looking for someone who can make a major contribution to our great school and further enhance our students' experience.

We would urge all candidates to explore the school website [www.southwolds.co.uk](http://www.southwolds.co.uk) to find out more about our great school and students. Alternatively you can follow us on twitter (@SouthWolds) or Facebook for an easier way of staying in touch.

South Wolds is an exciting place to work – a place where staff and students do have a smile on their faces. We would be delighted to hear from you if you decide to apply for this post. Please complete an online application including supporting information explaining:

- How your training and experience to date have prepared for you this post;
- What difference you will make to the students if you are appointed; and
- Why we should appoint you to this post.

We look forward to hearing from you. The closing date for applications is 9.00 am on Wednesday 26<sup>th</sup> March 2025. If you have any queries then please contact Jo Egglenton by phone or email [jegglenton@southwolds.uk](mailto:jegglenton@southwolds.uk)

Yours sincerely

Halina Angus  
Head Teacher



**THE SOUTH WOLDS ACADEMY & SIXTH FORM**  
**Church Drive, Keyworth, Nottingham NG12 5FF**  
Head Teacher: Halina Angus

South Wolds is a high attaining, semi-rural- popular school located in the village of Keyworth in Nottinghamshire which is only 6 miles from West Bridgford. We are also a founding partner of the East Midlands Education Trust, committed to providing a first class education for all of our students.

**Data and Examinations Administrator**  
**30 hours per week, term time (annualised hours contract) - fixed term for one year**  
**Scale 3 - £25,183 - £25,992 per annum (pro rata)**

We are seeking to appoint a motivated and experienced Data and Examinations Assistant. The successful candidate will be responsible for providing administrative services to the Academy as part of the Data & Examinations Team and will have a specific responsibility for assisting the Examinations Officer with the administration, supervision and organisation of internal and external examinations. The successful applicant will need to be available full time for the Academy's internal and external examination periods and will be required to work on exam result days in the summer.

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. Safeguarding checks will be undertaken during the recruitment process.

If you would like further details or wish to apply, please visit [EMET](https://www.emet.ac.uk) or e-mail [jegglenton@southwolds.uk](mailto:jegglenton@southwolds.uk) for further details.

**Closing date for receipt of applications: 9.00 am Wednesday 26<sup>th</sup> March 2025**  
**We reserve the right to interview suitable candidates prior to that date. Should this prove successful we may close to new applicants earlier so please don't delay in submitting your application**

## Job Description



<b>1. Title of Post:</b>	<b>Exams Assistant</b>
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<b>2. Accountable and Responsible to:</b>	Examinations Officer
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<b>3. Grade:</b>	Scale 3
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<b>4. Main Purpose of the Job:</b>	
1.	To assist the Examinations Officer with the administration and supervision of internal and external exams.

<b>5. Main Responsibilities of the Job:</b>	
1.	Invigilate tests and examinations or support students in classrooms as directed.
2.	Develop and promote positive relationships and positive behaviour.
3.	Assist the Examinations Officer in all the administration and setting up on any day with internal or external exams including starting exams and supervising students.
4.	Assist the Examinations officer in all the administration, supervision and organisation for the end of exams including being present in the exam room to end the exam and supervise students.
5.	Be the on call help to support invigilators during exams.
6.	Undertaking any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms.

<b>Person Specification</b>	<b>Essential/ Desirable</b>
<b>Qualification Criteria</b>	
Five A*-C passes at GCSE (or equivalent) including English and Maths	D
Qualified to degree level	D
<b>Experience</b>	
Experience of working with young people or adults in a paid/voluntary capacity	E
Previous experience of working with children or young people	D
<b>Personal Characteristics</b>	
Genuine passion and a belief in the potential of every student	E
Helpful, positive, calm and caring nature	E
Able to establish good working relationships with colleagues and students	E
Able to follow instructions accurately but make good judgements and lead when required	E
Motivation to continually improve standards and achieve excellence	E
Committed to the safeguarding and welfare of all students in the academy	E
<b>Specific skills</b>	
Good communications skills, written and oral	E
Excellent numeracy and literacy skills	E
Competent with computers and other technology	E
Able to understand and implement strategies and methods to help students make good progress	E
Understand the importance of confidentiality and discretion	E
<b>Other desirable skills</b>	
The willingness to run an extra-curricular activity for students across the academy	D

The South Wolds Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to support the school in the delivery of this.

All staff must have the right to work in the UK and will be subject to a DBS check prior to taking up appointment.