Candidate brief for the position of

Data Assistant and Exams Assistant– Chislehurst School for Girls

Application Deadline: 9am on 16th November 2026

.



Chislehurst School for Girls
is part of Lumero Educational Trust



Dear Applicant

Thank you for expressing an interest in working in our Trust. This pack tells you more about our Trust, Chislehurst School for Girls, the role and the person we are looking for.

As a Trust, we comprise of eight primary schools and four secondary schools across the London Boroughs of Bromley and Croydon, as outlined on the next page.

Our overarching aim for all our schools is **learning together, inspiring all**. We are committed to **excellence**, having great aspirations for our children and young people, and encouraging them to seek out and take hold of opportunities. Our drive for excellence is supported by our **collaboration,** and we are committed to sharing expertise to empower and inspire all individuals in our schools to thrive in a global world. This is underpinned by **inclusion**. We celebrate and respect the diversity in our communities, and we have a shared expectation in everyone to achieve in an ever-changing world.

This is an exciting opportunity for a motivated and passionate individual to join our team and make a real impact upon on our students, helping to shape their future.

This post is available as soon as possible and would suit someone who is hardworking, dedicated and keen to work in an aspirational educational trust.

Please complete the application form as fully as possible.

We very much look forward to hearing from you.

Yours sincerely

Terry Millar
Chief Executive

Our Schools

BIGGIN HILL
PRIMARY SCHOOL

BULLERS WOOD
SCHOOL FOR BOYS

BULLERS WOOD
SCHOOL FOR GIRLS

CHARLES DARWIN
SCHOOL

CHELSFIELD
PRIMARY SCHOOL

CHISLEHURST
SCHOOL FOR GIRLS

DARRICK WOOD
JUNIOR SCHOOL

GREEN STREET GREEN
PRIMARY SCHOOL

THE HIGHWAY
PRIMARY SCHOOL

ORCHARD WAY
PRIMARY SCHOOL

TUBBENDEN
PRIMARY SCHOOL

PRATTS BOTTOM
PRIMARY SCHOOL

Chislehurst School for Girls

Chislehurst School for Girls is a happy and highly successful place of learning for girls aged 11-18, and boys 16- 18 where students have every opportunity to excel academically, flourish personally and reach their full potential.

We are committed to the pursuit of academic excellence and to developing the leaders of tomorrow. Our strong pastoral support and commitment to mutual respect enable all our students to discover their strengths and truly develop a life-long love of learning.
We are proud of our young men and women and committed to enriching their school experience and ensuring that they thrive and reach their full potential. A spirit of charity, social justice and global awareness is central to this.
We are a diverse and inclusive school community and welcome the enriching variety of backgrounds and traditions that all contribute to making Chislehurst School for Girls a wonderful place in which to both learn and work.

Values and vision

At Chislehurst School for Girls, we are passionate about supporting all of our students to develop their leadership characteristics and experience. Some of our students may go on to lead their own companies, schools, teams and departments, whilst others may lead in their community, and support others at home or around the world. Whatever their path or gifts, all of our young people will be equipped to become resilient leaders of tomorrow, with courage, integrity and ambition.
Chislehurst girls take centre stage, have their voices heard, create a culture of achievement and are empowered to become leaders. They develop greater confidence and are more willing to take risks and aim higher.

Ofsted report

“Teaching is predominantly good and some is outstanding. Students behave well, enjoy school and feel safe. Older students in particular have positive attitudes and value what the school has to offer. Exclusions are well-below average. The headteacher and senior staff provide ambitious leadership informed by a thorough knowledge of students’ starting points and progress. As a result, achievement and teaching are improving and students are well prepared for the next stage of their lives.”

Position Summary: Data Assistant and Exams Assistant

REPORTS TO: Exams Officer

LOCATION: Chislehurst, Kent

SALARY: NJC 5 Point 11 Actual £20,006 (FTE £33,127)

HOURS: 25 hours a week 39 weeks a year

CONTRACT: Permanent

START: Immediately

We are seeking to appoint an enthusiastic and professional Data and Exams Assistant to join our welcoming and highly successful school starting as soon as possible.

Chislehurst School for Girls, part of Lumero Educational Trust, is an aspirational place of learning for girls aged 11-18, and boys 16-18, where students have every opportunity to reach their full potential. We are committed to the pursuit of academic excellence and to developing the leaders of tomorrow. Our strong pastoral support and commitment to mutual respect enable all our students to discover their strengths and truly develop a life-long love of learning.

We are looking for a colleague who:

- Is a skilled and hardworking administrator with a passion for supporting with school processes
- Consistently models professional working practices
- Wants an exciting opportunity to work in a vibrant and diverse organisation

In return we will offer you:

- A dedicated and supportive staff team
- Polite and welcoming children and families
- A working environment where everyone is valued and respected
- Excellent CPD within the school and across the Trust

We are an equal opportunities employer and are committed to fostering a diverse, inclusive culture. We particularly encourage applications from candidates from backgrounds currently underrepresented in our staff body.

Application Process

Send all application forms to Mrs Edmunds (Trust HR Officer) at recruitment@chsfg.lumero.org or if you have any questions call 020 8300 3156 ext 1057.

No CVs and no agencies.

References will be requested for those shortlisted only and prior to the interview.

Only those shortlisted for interview will be contacted. We reserve the right to interview and appoint prior to the closing date. Early applications are encouraged.

Closing date for applications: 9am on 16th November 2026

Interview Dates: w/c 23rd November 2026

Pre-employment Checks

Lumero Educational Trust is committed to safeguarding and promoting the welfare of children and young people, and an appointment will be subject to satisfactory enhanced disclosure from the Disclosure and Barring Service. Please note that an enhanced check will reveal all criminal convictions on record, including those that might be considered "spent".

The successful applicant will also be required to:

- Provide details of two referees who know them in a professional capacity. It is policy to take up references BEFORE interviews where possible. Employment is conditional on these references being deemed satisfactory.
- Provide proof of all relevant qualifications.
- Provide proof of eligibility to work in the UK
- Complete a Medical Declaration and receive fitness to work.

Policy on Equal Opportunities

The Trust is an Equal Opportunities employer and appointments are based on the applicant's ability to meet the requirements of the position. The Trust is opposed to any form of discrimination against any individual or group and welcomes the fact that our Trust includes a diversity of individuals from many races and cultures. Behaviour, which is discriminatory on the grounds of race, colour, culture, nationality, gender, sexual orientation, disability, religion, will not be tolerated.

Job Description

REPORTS TO: Exams Officer

LOCATION: Chislehurst, Kent

SALARY: NJC 5 Point 11 Actual £20,006 (FTE £33,127)

HOURS: 25 hours a week 39 weeks a year

CONTRACT: Permanent

START: Immediately

Job Purpose

The Examinations and Data Assistant plays a vital role in ensuring the smooth, secure, and compliant running of all internal and external examinations.

Key functions

Preparation and Planning

- Assist in the creation and distribution of detailed examination timetables for students and staff
- Support the registration of candidates for public examinations, ensuring accuracy and adherence to awarding body deadlines
- Liaise with subject leaders and curriculum staff to confirm exam entries and special arrangements
- Prepare seating plans, room allocations, and invigilation schedules in line with JCQ and awarding body regulations

Exam Materials and Logistics

- Ensure the secure receipt, storage, and handling of examination papers and materials
- Organise and prepare exam venues, ensuring all necessary equipment and resources are available
- Always maintain confidentiality and security of exam content

During Examinations

- Support the running of exam sessions, including acting as an invigilator when required
- Monitor exam conditions to ensure full compliance with JCQ regulations and school policies
- Respond promptly and professionally to any issues or incidents during exams, escalating where necessary

Access Arrangements and Special Considerations

- Assist in implementing access arrangements for students with additional needs, in collaboration with the SENCO and Exams Officer
- Ensure appropriate support and adjustments are in place for eligible candidates

Post-Examination Duties

- Assist with the collection, checking, and secure dispatch of completed exam scripts to awarding bodies
- Support the processing and distribution of results to students and staff, ensuring accuracy and confidentiality
- Help manage post-results services, including reviews of marking, access to scripts, and appeals
- Maintain accurate records of entries, results, and communications with exam boards

Internal Exams and Assessments

- Support the Exams Officer in planning and coordinating internal exams and mock assessments
- Assist with rooming, invigilation, and logistics for internal assessments
- Ensure that internal exam data is accurately recorded and reported

Census and Student Data Management

- Gather, verify, and prepare student data for census submissions in line with DfE requirements
- Ensure accurate and up-to-date student records, including processing admissions, leavers, and transfers from other schools
- Maintain academic management areas of SIMS, ensuring data integrity and consistency
- Work closely with pastoral and administrative teams to ensure student data reflects current enrolment and curriculum structures
- Maintaining details of students' records e.g. UPN numbers

Curriculum Support

- To support the Data Manager in importation of data into School Management Information Systems and supporting platforms
- To produce data reports and analysis at the request of the Data Manager and/or Middle or Senior Leaders
- To maintain the accuracy of 4Matrix
- To support the production and distribution of academic student reports to wider stakeholders, including parents

General Duties

- To adhere to the policies and procedures of Lumero Educational Trust
- To make a positive contribution to the wider life and ethos of the school
- To demonstrate consistently the positive attitudes, values and behaviour which are expected within the school community based on mutual respect between students and staff
- To work with flexibility, resourcefulness and initiative, undertaking any duties at the reasonable request of the Headteacher

Person Specification – Data Assistant and Exams Assistant

Qualifications and Training:

- Good general education including GCSEs (or equivalent) in English and Maths – Essential
- Safeguarding and child protection training – Essential

Experience:

- Understanding and/or Experience of working with young people in a school– Desirable

Knowledge and Skills:

- Understanding of issues affecting young people, including mental health, bullying and attendance – Essential
- Awareness of safeguarding and child protection procedures – Essential
- Ability to build positive and professional relationships with young people – Essential
- Strong communication and interpersonal skills – Essential
- Ability to stay calm and respond effectively in challenging situations – Essential
- Good organisational and record-keeping skills – Essential
- Competency in the use of Microsoft Excel - Essential
- Experience of SIMS (or similar management of information system) and 4Matrix would be an advantage-Desirable

Personal Attributes:

- Empathetic, approachable and non-judgmental – Essential
- Reliable, proactive and resilient – Essential,
- Able to work both independently and as part of a team – Essential
- Committed to equal opportunities and inclusive practice – Essential
- Willingness to undertake relevant training and development – Essential
- Ability to maintain absolute confidentiality-Essential

Additional Information:

- This role requires an enhanced DBS check.
- Training will be provided on site procedures, safeguarding, and health & safety

This job description is not necessarily a comprehensive definition of the post. It will be reviewed regularly and may be subject to modification or amendment after consultation with the post-holder.

Lumero Educational Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

LET is committed to equality and diversity. We are committed to continuous improvement in how representative we are of our local communities, including gender, ethnicity, religion, age, and all other protected characteristics.

We offer family friendly and flexible working arrangements.

Lumero Educational Trust

Registered Office:
St Nicolas Lane
Logs Hill
Chislehurst
Kent
BR7 5LJ

Tel: 020 8467 2280
Website: www.Lumerotrust.org