Job Title: Data & Exams Officer (Level 3 Administrator)
Hours: 37 hours per week
WPY: Term time plus 3 weeks, including PD days
Salary: Grade 6, SCP 8-11 £27,709 - £29,071 Pro rata
(£14.36 - £15.07 per hour)
Contract Type: Permanent
Workplace: Church Stretton School
Start Date: As soon as possible

TrustEd Schools is a Shropshire multi-academy trust looking after a family of local schools, consisting of 5 secondaries and 4 primaries. We are a professional and friendly trust committed to raising pupils' aspirations so that all young people reach their fullest potential and achieve the success they want for themselves.

Church Stretton is a very successful, oversubscribed, vibrant and happy 11-16 secondary school, where relationships are strong, serving the market town of Church Stretton and the immediate area. Being a smaller rural school, we get to know our students and their families well. We are part of TrustEd Schools, working closely together with significant benefits for our students and staff.

Main outline of the job

Under the guidance of senior staff, the postholder will be responsible for undertaking administrative, financial and organisational processes within the school. Specifically focused on examination and data administration.

Main Duties and Responsibilities upon appointment

- Assisting with the operation of the SIMS exam module, entry statements, timetables, entry lists, exam papers and security, exam results.
- Undertake key jobs to do with examinations and data.
- Provide clerical support – photocopying, filing, faxing, emailing, post sorting and distribution.
- Undertake word-processing and complex IT based tasks.
- Undertake administration of complex procedures.

Further duties and responsibilities can be found in Appendix 1 (please note this list is not exhaustive) and in the job description and person specification

Application process

- Full details of the role and application process are available from the school www.churchstretton.shropshire.sch.uk. If you feel you have the qualities to complement our existing team, then we would love to hear from you. **Please note CVs will not be accepted**.
- The closing date for all applications is **Monday 30th November 2026 at 9am.**
- Interviews will be confirmed. An email will be sent, or telephone call will be made to shortlisted candidates with details of the interview process. If you have not heard from us within a week of the closing date, please assume your application has been unsuccessful.
- Completed application forms should be returned by email to admin@csschool.co.uk by the closing date.
- The appointment is subject to satisfactory pre-employment clearances including references, medical clearance, and an enhanced DBS Disclosure under the "Rehabilitation of Offenders Act 1974". Further details regarding this check are available by visiting www.dbs.gov.uk.This Trust is committed to safeguarding and promoting the welfare of children and young people/vulnerable adults and expects all staff and volunteers to share this commitment.

- Shortlisted candidates will be required to complete a self-declaration of their criminal record or any information that would make them unsuitable to work with children, so that they have the opportunity to share relevant information and discuss it at interview stage.
- An online search will be undertaken as part of due diligence checks during the shortlisting process.