



THE EAGLEWOOD  
SCHOOL

**Data Manager and  
Exams Officer**  
Application pack

# Welcome to THE EAGLEWOOD SCHOOL

I would like to thank you for your interest in the role of Data Manager and Exams Officer at The Eaglewood School, part of Bourne Education Trust (BET). We look forward to learning more about you and to sharing more about our schools, our wider trust community, our ambitious aims and our remarkable colleagues and pupils.

Located in New Milton, on the edge of the New Forest, The Eaglewood School is an Alternative Provision for pupils who may struggle to access mainstream education. We aim to nurture curiosity, inspire creativity and foster a love for learning. In any BET school you will be welcomed by dedicated colleagues who strive for excellence and put children at the centre of everything they do.

As a Trust, we believe in shared values and culture, but all of our schools have a distinct identity which is reflected in their curriculum and teaching approaches. We firmly reject a 'one size fits all' approach but instead work on sharing our best practice and ideas with one another. This year our Trust-wide priorities are around digital technology, environmental sustainability and social justice; our staff have numerous ways to interact with these. You can read our Trust strategic plan [here](#).

Our schools have their own budgets along with stable and dedicated teams that are highly talented and committed, not only to academic progress and achievement, but also to equipping our pupils with the skills they need to succeed in finding purpose and joy in their lives. There is a wealth of experience in the Trust's central team to draw on for support in education, recruitment, marketing, HR, finance, capital projects and IT.

We hope this application pack will give you an insight into our organisation and look forward to welcoming you when you visit The Eaglewood School.



*Paul Jackson*

**Paul Jackson**  
**Headteacher**





# Job DESCRIPTION

## ROLE INFORMATION

**Job title:** Data Manager and Exams Officer

**Location:** New Milton

**Contract:** Term time plus 1 week, permanent

**Hours:** 37 hours per week, 38 weeks per year

Monday - Thursday 8am - 4pm Friday 8am - 3.30pm

**Salary:** Band D - £27,779 - £30,564 FTE, (actual salary £23,151 - £25,472)

**Responsible to:** Office Manager and ultimately Headteacher

## ROLE PURPOSE

Provide accurate and efficient management of the school's data systems and MIS, ensuring timely and reliable data. Oversee the planning, administration, and delivery of internal and external examinations, including access arrangements, in compliance with awarding body and JCQ regulations. Deliver effective administrative, clerical, and front-line customer service support to families and visitors.





## MAIN DUTIES AND RESPONSIBILITIES

### Data management and examinations

- Ensure all data held by the school's Management Information System (MIS) is up-to-date and accurate. This includes managing and maintaining the pupil database, staff year-end processes, amendments to pupil timetables
- Carry out the pupil-related census and statutory returns, ensuring compliance with all relevant regulations and guidelines
- Manage and maintain assessment data to enable reports to parents, provide feedback to staff, and work with the appointed SLT lead to provide the required data
- Organise reporting processes, including the collection of data, ensuring all data is entered onto the relevant system, collating, and distributing school reports
- Be responsible for exporting and editing data from the school's Management Information System and the DfE's Secure Access website
- Ensure and manage the smooth transition of all data from one year to the next
- Take responsibility for sending out timely reminders to all teaching staff of the upcoming deadlines in the assessment calendar and checking and chasing up key student assessments from departments
- Liaise with staff, students, and parents/carers regarding access arrangements and examination support.
- Ensure access arrangements are implemented correctly during examinations (e.g. extra time, readers, scribes, separate rooms).
- Prepare for and support JCQ inspections and audits.
- Keep up to date with changes to examination regulations and access arrangements guidance.
- Communicate examination arrangements, deadlines, and regulations clearly to all stakeholders.
- Act as the main point of contact with awarding bodies and examination boards.
- Ensure confidentiality and compliance with data protection and safeguarding requirements.





## **MAIN DUTIES AND RESPONSIBILITIES continued...**

- Manage post-results services, including results distribution, reviews of marking, appeals, and certificates.
- Submit coursework, controlled assessments, and marks to awarding bodies as required.
- Ensure correct procedures are followed during examinations, including the management of incidents, emergencies, and malpractice.
- Manage the secure storage, distribution, and collection of examination papers and materials.
- Organise and train invigilators, including briefing on regulations and procedures.
- Prepare examination timetables, seating plans, and rooming arrangements.
- Register candidates for examinations and ensure accurate entry of students and subjects.
- Plan, organise, and administer all internal and external examinations in accordance with awarding body and JCQ regulations

### **Office administration and support**

- Provide effective administrative support to the Office Manager
- Assisting with arranging cover where a member of staff is absent by assigning an appropriate member of staff or contacting agencies to request cover supervisors.
- Process and facilitate school admissions ensuring the admission procedure runs smoothly and efficiently.
- Undertake general admin duties as required for the efficient function of the office team
- Provide cover for the school reception throughout the school day, especially during the peak periods or in the Receptionist's absence
- Provide admin support for school trips and events
- Use the school's communication and IT systems to provide and gather information needed for effective communication and the efficient operation of the school's reception
- Other administrative duties as required by the Senior Leadership Team





# Person SPECIFICATION

## Person specification

### ESSENTIAL REQUIREMENTS:

- An awareness, understanding and commitment to the protection and safeguarding of children
- Excellent organisational skills, particularly concerning data handling and the maintenance of records
- Excellent attention to detail and accuracy
- Time-management skills.
- Excellent communication and interpersonal skills.
- High level of confidentiality and professionalism.
- Competent IT skills
- Experience working in an office environment
- Willingness to work as part of a team
- Ability to work independently using own initiative and manage time effectively
- GCSE Grade A – C Mathematics and English, or equivalent qualifications

### DESIRABLE SKILLS:

- Previous administrative experience within a school environment
- Experience of school software packages such as Arbor

### Personal Qualities:

At Bourne Education Trust, our culture and our values are important to us, as outlined in our BET Behaviours which set out the key qualities we would expect any colleague to demonstrate. We foster a reflective, optimistic, and aspirational approach and we expect our colleagues to be collaborative, innovative, committed, engaged and professional. Diverse and inclusive, we encourage you to act as a positive force for equality, helping us create communities where everyone belongs. We encourage our colleagues to take part in school and cross Trust teams and we will invest in you through Continuous Professional Development.



# Why choose **THE EAGLEWOOD SCHOOL?**



## **GENEROUS WORKPLACE PENSION**

Local Government Pension Scheme for colleagues



## **CPD & RECOGNITION POLICIES**

**Defined career pathways**, opportunities for **internal progression** and **ongoing training learning and development** and Trust recognition policies



## **WORK-LIFE BALANCE**

**Flexible working** where possible, as well as **enhanced maternity, paternity and adoption** policies (subject to completion of qualifying service)



## **HEALTH AND WELLBEING SUPPORT**

**24/7 online GP**, **EAP**, **free online fitness classes**, **flu vaccinations** and **eye tests**, **cycle to work** scheme & occupational sick pay



## **STAFF BENEFITS PLATFORM**

Access to **savings on your everyday spending** including groceries, homeware, entertainment and holidays, through *My Staff Shop*



# Application PROCESS



## APPLICATION

To apply for this position, you must complete an application form (CVs without a fully completed application form will not be considered).



## SHORTLISTING

Applicants will be screened and shortlisted by the interview panel. In order to meet safer recruitment standards, successful candidates will be asked to submit a full application form prior to interview.



## INTERVIEW AND CANDIDATE SELECTION

Shortlisted candidates will be invited to interview, following which a selection will be made by the interview panel.



## JOB OFFER

If successful after interview, a formal job offer will be made to you, subject to referencing and safer recruitment checks.



# Your APPLICATION

Thank you for your interest in this role, we look forward to receiving your application. Candidates should be aware that the closing date for applications is on the **29<sup>th</sup> June 2026**, however prompt applications are encouraged as we reserve the right to close this vacancy if sufficient applications have been received.

## **SAFEGUARDING**

Bourne Education Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. The appointment will be made subject to an Enhanced Disclosure and Barring Service approval ('DBS') as part of our rigorous approach to safeguarding our children.

## **EQUAL OPPORTUNITIES**

Bourne Education Trust is committed to equality of opportunity for all colleagues, pupils and other stakeholders. Applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships.

## **HEALTH AND SAFETY STATEMENT**

The board of trustees, LGC and all leaders across Bourne Education Trust recognise and accept their responsibilities to provide a safe and healthy working environment for all employees, students and visitors. We expect all colleagues to take reasonable care of their own health and safety and that of others who may be affected by their actions at work. All BET employees must cooperate with us to access proper training and to make sure they understand and follow the Trust's health and safety policies and procedures, and to help everyone meet their legal requirements. All colleagues must take responsibility for reporting concerns relating to health and safety matters through appropriate channels.





[Click to visit our website for more information](#)



Culver Road  
New Milton  
BH25 6SY