

Stratford upon Avon School

Exams and Data Administrator Person Specification

September 2026

Please read this Person Specification carefully as it will be used to assess candidates as part of the short listing and selection process.
Candidates are encouraged to state in their application how best they suit these qualities by citing examples.
The recruiting team will be looking for candidates who most closely match the following:

	Essential	Desirable	Evidence base
Qualifications	A good general education, including a minimum GCSE 9-4/A*-C pass or equivalent in English and Mathematics	Higher education to A level or degree or equivalent	Application form
Skills and Experience	- Work in a service driven, outward facing, fast paced environment - General office administration - Proven track record in achieving business objectives and service demands - Work with young people in some capacity	- A similar position in a school or college - Experience of a school Management Information System e.g. Bromcom - Examination Experience	Application, references and selection process
Key competencies and aptitudes	- Work collaboratively and autonomously - Skilled user of Office365 to include Teams, OneNote, Excel etc - Experienced with manipulating and analysing data - Ability to think and work calmly, quickly and politely, including when under pressure - Ability to work with and alongside management at all levels - Confident with communicating orally with all stakeholders to include students, staff, parents/carers - High standard of personal presentation - Enthusiasm, willingness, flexibility and stamina - Creative and innovative approach - Discretion and confidentiality - Initiative, common sense and patience - Excellent interpersonal and communication skills - Experience of dealing managing difficult situations - The ability to work from home if necessary and have flexibility of working hours to meet the delivery demands of the exam cycle - Excellent attention to detail - Applicants should be comfortable with a physically active role involving document handling and movement around the school buildings	- Management of staff - Creation of written policy and procedures - Knowledge of secondary schools curriculum specifications	Application, references and selection process
Professional development	Evidence of involvement in appropriate professional development	Planned involvement in a range of professional activities	Application, references and selection process
Other information	- Displays commitment to the protection and safeguarding of children and young people - Share the ethos of the school - Post is subject to an Enhanced DBS Disclosure	Willingness to co-ordinate and take part in whole school activities	Application, references and selection process

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