



HASTINGS HIGH SCHOOL

Examinations and Data Manager

Salary: Grade 9: Actual Salary £28,150 - £30,166

Hours: 37 hours per week, 40 weeks per year

To start: March 2026

Application Deadline: Monday 2nd February 2026 – 3pm





HASTINGS HIGH SCHOOL

January, 2026

Why join the Hastings Family?

At Hastings, we live by our motto: *Care and Excellence for All*.

We are a thriving, oversubscribed community school with a strong academic record and a reputation for nurturing ambition, responsibility, and self-development in every pupil.

- Ofsted: Judged “Good” with outstanding pupil behaviour and relationships.
- Academic success: Progress 8 consistently *above average* (+0.40 last year).
- Facilities: Multi-million investment in 2025, including 8 new classrooms, a sports hall, and redeveloped pastoral and dining areas.
- Community: A supportive, ambitious, and enriching environment for staff and pupils alike.

What We Offer You

- Comprehensive induction programme
- Professional development – ongoing training, appraisal, and opportunities to grow.
- Wellbeing focus – a culture of care and respect for staff.
- Collaborative team spirit – work alongside talented, reflective practitioners.
- Enriching curriculum – access to a wide range of resources, facilities, and extracurricular opportunities.

How to Apply

Please submit:

1. **Completed application form**
2. **Letter of application** (max 2 sides of A4, font size 11)

Send to: Mrs. Sarah Brown – HR Manager  sarah.brown@hastings.school

Closing date: 3pm, 2nd February 2026

Interviews: Week beginning 9th February 2026

(If you have not heard from us by 5th February, please assume your application was unsuccessful.)

We love showing off our school! Prospective candidates are warmly invited to arrange a visit.

We very much hope you will apply and look forward to receiving your application.

Yours sincerely,



Miss C Bradley and Mr S Shipman
(Co-Headteachers)



HASTINGS HIGH SCHOOL

Care and Excellence for All

OUR HASTINGS FAMILY



All employees of Hastings High School are expected to live and breathe the school's CARES Values so that they act as role models for our pupils and hold themselves and each other to high standards.

- Community: to demonstrate a collaborative, team working approach so that we can instil a sense of belonging to something that is greater than any one individual – the Hastings Family.
- Ambition: to believe that every pupil deserves to be given the opportunity and the tools so that they may become the best version of themselves.
- Responsibility: for personal professional growth and development, keeping up-to-date with national research and engaging with professional organisations.
- Enriching: a commitment to helping our young people develop existing interests and try something new which will shape experiences and memories that will stay with them for life.
- Self-development: demonstrates the capacity to be a self-reflective leader and practitioner and treats feedback as an opportunity to become even better.

A word from our pupils

- *"Hastings is an amazing community of pupils and teachers who work together in striving for excellence."*
- *"Hastings has helped me become ambitious and motivated to succeed."*
- *"Relationships between staff and pupils are very positive. Staff are strong role models."*

HASTINGS HIGH SCHOOL

Care and Excellence for All

THE EXAMS DEPARTMENT / JOB ROLE

The Examinations and Data Manager plays a pivotal role in ensuring the effective and efficient management and administration of external and internal examinations at Hastings High School.

As an examination officer at Hastings, you will find a calm working environment, amazing colleagues, a fully supportive line manager, a team of 16 fully trained invigilators, a new sports hall to accommodate examinations and a new exams office situated alongside the sports hall which includes the secure storage.

Students at Hastings are incredible, well prepared for their examinations and respectful of the examination rules and regulations.



HASTINGS HIGH SCHOOL

PERSONNEL SPECIFICATION – Examinations and Data Manager

Criteria	Essential	Desirable	Evidence
Qualifications & Knowledge	Knowledge of Microsoft applications including Word and Excel Good standard of literacy and numeracy	Excellent standard of ICT skills Maths and English NVQ2 or equivalent Qualifications in supporting children at school	Application Form
Application	Well-constructed and well-presented application, addressing the specific requirements of this post		Letter
Experience	Knowledge of the administration of the GCSE examinations process Substantial experience of using BROMCOM, Excel and other relevant data analysis software Experience of producing data analyses for Governors, SLT, HoDs and other staff A good working knowledge of the Data Protection Act	Experience of managing all aspects of the KS4 examinations process Experience of managing a team of staff Experience of recruitment and training of staff Experience of presenting to senior staff	Letter / References
Professional Skills	Ability to work accurately under pressure and meet deadlines Excellent oral and written communication skills for dealing with pupils and colleagues Willingness to learn/attend courses	Mature and logical approach to problem solving	Letter / Interview / References / task
Personal Qualities	Excellent communication and interpersonal skills An ability to establish good working relationships Efficient, accurate and excellent attention to detail Ability to work under pressure and to meet strict deadlines and work	Flexible approach to working patterns Willingness to participate in school/ community events	References / Interview

Criteria	Essential	Desirable	Evidence
	<p>unsupervised</p> <p>Positive attitude to working as part of a team and leading a team of staff</p> <p>Ability to communicate clearly and concisely, orally and in writing with a wide range of people</p> <p>Ability to set and work to agreed targets and work schedules</p> <p>Flexible and willing to work outside normal office hours on occasions</p> <p>A commitment to equal opportunities and the ethos of the school</p>		
Safeguarding	Commitment to promoting the welfare of our pupils	Recent relevant safeguarding training	Interview



HASTINGS HIGH SCHOOL

JOB DESCRIPTION - EXAMINATIONS AND DATA MANAGER

JOB SUMMARY

To ensure the effective administration of internal and external examinations and to provide regular, detailed data analyses to staff

OBJECTIVES

- To administer all formal examinations to ensure that they run smoothly and that all relevant regulations and guidance are adhered to
- To provide relevant and understandable analyses of assessment, behaviour and attendance data to staff in a timely manner
- To advise senior staff on relevant issues regarding whole school use of data and on examinations procedures

PRINCIPAL RESPONSIBILITY AREAS

- A. Exams Administration
- B. Examination Results
- C. Data Analysis
- D. Line Management
- E. Health and Safety
- F. Miscellaneous

KEY TASKS:

A. EXAMS ADMINISTRATION
<ul style="list-style-type: none">• Prepare and organise all internal and external examination sessions throughout the year including arranging seating plans, providing examination timetables to pupils and staff and despatching scripts to relevant exam bodies• Ensure all deadlines of the Awarding Bodies are met and all guidance and regulations from NAA and JCQ are adhered to including the Data Protection Act• To prepare, collate and update candidate data for examination sessions throughout the year• Communicate with staff, candidates and parents regarding all examination procedures, timetables and requirements.• To assist with the development and to implement the Schools' exams/assessment support policies, systems and procedures, ensuring that they adhere to agreed standards and relevant legislation or guidelines.• To oversee the receipt, checking and secure storage of all external examination papers and pre-release material; checking late deliveries or discrepancies with the relevant bodies as necessary.• In consultation with the school Access Arrangements Officer and SENDCo, make arrangements for pupils who have special requirements.• To undertake training as required to keep up to date with all relevant guidance and regulations
B. EXAMINATION RESULTS
<ul style="list-style-type: none">• Be responsible for the download and management of exam results during the school summer holidays (the extra week is for this)

<ul style="list-style-type: none"> • To be responsible for, alongside an Assistant Headteacher, the production of key headline examination statistics on Results Day • Produce in-depth departmental and whole school analyses of annual exam results in a timely manner at the start of the school year
C. DATA ANALYSIS
<ul style="list-style-type: none"> • To create and maintain trackers for individual subjects within BROMCOM • To improve our data use in BROMCOM, that will support Senior and Middle leaders to identify and make suitable interventions • To support KS4 target setting • To support in producing data analysis for SLT, Governors and other stakeholders • To attend Middle Leaders and SLT meetings when required
D. LINE MANAGEMENT
<ul style="list-style-type: none"> • Line manage any appropriate admin staff • Prepare, co-ordinate and lead a team of external invigilators and deliver training sessions for them
E. HEALTH & SAFETY
<ul style="list-style-type: none"> • Ensure all equipment is kept in a state of good repair and ensure that it is always safe to use. • Maintain the fixtures and fittings of the school. Reporting to the Site Team any issues of health and safety or damage requiring repairs. • Provide advice, as necessary, on Health & Safety issues to staff and pupils. • Alert staff as necessary to any 'unsafe' practices by pupils, to reduce the possibility of accidents. • To adhere to all policies relating to Health and Safety and carry out the duties placed on employees by the Health and Safety at Work Act 1974. • To adhere to the requirements of C.O.S.H.H - Control of Substances Hazardous to Health) (Amendment) Regulations 1991 and Equal Opportunities, as determined by the Governors of the school.
F. MISCELLANEOUS
<ul style="list-style-type: none"> • It is vital to the ethos of the administration team that the post holder is flexible in taking on additional tasks, willing to offer help to and cover for other members of the team and treats co-operation and support for colleagues as a top priority. • Carry out other such administrative tasks and duties as required by the line manager and appropriate to the grading of the post. • Undertake training relevant to the role, or support the school more widely.
<p>Please note that these responsibilities are indicative rather than exhaustive.</p> <p>This job description sets out the duties and responsibilities of the post at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.</p> <p>Hastings High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.</p> <p>An enhanced DBS check will be required for this post.</p>



HASTINGS HIGH SCHOOL

Care and Excellence for All

LOCATION AND CONTACT DETAILS

St Catherine's Close

Burbage

Leicestershire

LE10 2QE

Telephone 01455 239414

Fax 01455 631629

Email hastings@hastings.leics.sch.uk

Website www.hastings.school



Reception

