



Alcester
Academy

TO BE THE BEST THAT WE CAN BE

Information Pack

Examinations, Data and Administration Manager

**Salary Scale NJC G Scale Point 11-17
Pro-rated for 40 working weeks/year
£24'827 Actual Salary**

**Closing date Friday 11th July 2025
Interviews Week Beginning 14th July 2025
Start date End of September 2025**

INDIVIDUAL JOB DESCRIPTION

Job Title:	Examinations, Data and Administrator Manager
Salary Grade:	G NJC Scale point 11-17
Responsible to:	Deputy Headteacher and School Business Manager

BROAD DESCRIPTION

- The post holder is responsible for the administration and organisation of all aspects of external examinations in accordance with the regulations laid down by JCQ and the awarding bodies and for whole school reporting and data assessment system (Bromcom).
- To work with the Deputy Headteacher in order to ensure the effective use of the school's MIS (Bromcom) in collecting data relating to student performance, behaviour and attitudes to learning in a format that allows for analysis and in the analysis of Year 11 data relating to external exams.
- To organise and manage the whole Academy Examination procedure.
- Responsible for all the Academy administration needs.
- Contribute to the school's statutory duty to safeguard and promote the welfare of children.

Responsibility for people (other than employees supervised/managed):

The post has an impact on the well-being of individuals or groups (ie physical, mental, social, health and safety), through its contribution to school policy on the conduct of examinations.

Responsibility for staff:

The post organises, trains and provides induction for casual exam invigilators and may be responsible for other exam administration staff.

Responsibility for budget:

The post manages the examinations budget.

Responsibility for physical resources:

The post has considerable direct responsibility for physical resources, involving the careful, accurate, confidential and secure handling and processing of documents and information.

KEY TASKS AND RESPONSIBILITIES:

Exams Manager

- Directly responsible for the exams budget.
- Manage controlled assessments across all subjects, source and distribute all materials for departments.
- Regularly report directly to Deputy Headteacher with full and concise statistics on entries, results and government performance measures.
- Oversight and management of invigilation of academy examinations. Directly responsible for recruitment, induction and training of academy invigilators with support from the School Business Manager.
- Schedule and oversee the running of all internal and external examinations.
- Ensure that all access arrangements are applied and that the needs of SEND students for examinations are appropriate.
- Organising exam materials, providing safe custody of and organising examination stationery and materials, including question papers, in accordance with JCQ regulations.
- Providing an examination centre timetable to include dates, times, venues and number of candidates. Suspend the school timetable and work with the Cover Supervisor in order to re-direct classes during periods of multiyear group external examination entry.
- Collect and submit entries, coursework marks and estimated grades for all external examinations to awarding bodies in advance of deadlines by liaising with heads of departments.
- Arrange for all coursework to be posted to moderators by strict deadlines, liaising with heads of department and teaching staff.
- Disseminating information, answering enquiries and dealing with complaints regarding external examinations with staff, students and parents/carers.
- Briefing candidates on examination regulations by taking year group assemblies. Producing written guidelines for staff, students and invigilators and publishing individual candidate timetables.
- Collect and dispatch worked scripts in accordance with regulations.
- Overseeing the distribution of results to candidates on results day (August) and being present in school on the days when results are notified.
- Oversee and checking of the distribution of examination certificates.
- Process post result enquiries from students and staff.
- Liaising with exams officer's associations as appropriate; the

	<p>National Assessment Agency and Examinations Officers Association as two examples.</p> <ul style="list-style-type: none"> • Oversight of any external exam inspection visits by JCQ or awarding bodies. • Make external examination provision for private candidates. • Ensuring attendance at appropriate awarding body and other INSET training meetings etc, local networking to ensure better working relationship and keeping up to date with the latest procedures and regulations for external examinations. • Promote a positive examination culture across the school.
MIS Management	<ul style="list-style-type: none"> • Implementing, managing and maintaining whole school reporting and assessment system, producing student reports in accordance with the reporting timetable. • Manage the academy MIS with the Deputy Headteacher. • Provide assessment data from reports to the Deputy Headteacher and subject leaders. • Support the Deputy Headteacher with KS4 Options, End of Year and Curriculum Management • Manage all pupil admissions and leavers, liaising with WCC Admissions, LT and previous/following schools. Ensuring data is up to date in accordance with statutory PLASC/CENSUS returns guidelines
Administration	<ul style="list-style-type: none"> • Manage the workflow through the academy Administration Office, allocate and quality assure all tasks. • Ensure academy reception is adequately covered between 08.00am and 16.30pm Monday to Thursday, 4pm on a Friday. • Together with the Deputy Headteacher, set up, manage and implement Forward Planner and update throughout the academic year.
Health & Safety	<ul style="list-style-type: none"> • To ensure the school meets its Health and Safety responsibilities with regard to Data Protection guidance and legal requirements. • Ensuring all visitors comply with safeguarding requirements.
Personal and Professional Conduct	<p>Our staff are expected to demonstrate consistently high standards of personal and professional conduct. The following statements define the behaviour and attitudes which set the required standard for conduct:</p> <p>Staff uphold public trust in the teaching profession and maintain high standards of ethics and behaviour, within and outside school,</p>

	<p>by:</p> <ul style="list-style-type: none"> • treating pupils with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to the professional position held. • having regard for the need to safeguard pupils' well-being, in accordance with statutory provisions. • showing tolerance of and respect for the rights of others. • not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs. • ensuring that personal beliefs are not expressed in ways which exploit pupils' vulnerability or might lead them to break the law. <p>Staff must have proper and professional regard for the ethos, policies and practices of the academy, and maintain high standards in their own attendance and punctuality.</p> <p>Staff must have an understanding of, and always act within, the statutory frameworks which set out their professional duties and responsibilities.</p>
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In addition to the roles covered within this document, all members of staff are expected to undertake any other task reasonably requested by the Headteacher.

Person Specification

The person specification shows the abilities and skills you will need to carry out the duties in the job profile. You should indicate clearly how you meet these requirements with examples of impact when you fill in your application form and supporting statement.

Examinations, Data and Administration Manager

Qualifications	Essential	Desirable	EVIDENCED (Application, Interview, References)
NVQ 3 or equivalent in an appropriate qualification area	•		A, I
Minimum Maths and English GCSE at grade 5/C	•		A, I
Personal Skills			
Experience of working in a school environment, and knowledge of examination procedures and requirements.	•		A, I, R
Experience in school Management Information Systems (in particular Bromcom).		•	A, I
Proven IT skills including being able to use the internet (e.g. consulting websites, access information, download material) make electronic entries, produce and operate spreadsheet packages, produce analyses, use email, Microsoft Word, Excel and PowerPoint etc	•		A, I
Good communication skills, written and verbal and relate well to staff, students of all abilities, parents and carers and professionals	•		A, I, R
Display commitment to the protection and safeguarding of children and young people	•		A, I, R
Value and respect the views and needs of children	•		I, R
Able to prioritise and manage workload	•		I, R
Able to work in an organised and methodical way and have sound organisational and coordinating skills	•		I, R
Able to work accurately and to deadlines	•		I, R
Work effectively under pressure	•		I, R
Able to supervise both staff and students effectively	•		I, R
Maintain confidentiality	•		I, R

Personal Attributes			
Determined to support students' progress	•		A,I,R
Have a thirst for professional development	•		A,I,R,
Willing to contribute to whole school extra-curricular activities	•		A,I,R
Have high expectations of students and self	•		A,I,R

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

Elements of this job description may be negotiated at the request of either party and with the agreement of both.

The Application Process

This should be by letter addressed to the head teacher and application form. Please be succinct and concise using Arial 12 font. A written statement in support of your application will be accepted but we do not consider CVs.

The deadline for applications is Friday 11th July 2025

Interviews week beginning Monday 14th July 2025

Starting: End of September 2025

[Alcester Academy reserve the right to appoint before the deadline for a suitable candidate.](#)

We reserve the right to follow up references provided in person.

We do encourage interested candidates to come and visit the school before making an application.

If you have any questions with regard to this vacancy, please contact head@alcesteracademy.org.uk We look forward to receiving your application.

Alcester Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Enhanced DBS disclosure is required for appointment to this post. For shortlisted candidates, please be aware that online searches may be done as part of due diligence check.



Privacy Notice for Applicants: How we use your information

What is a Privacy Notice?

A Privacy Notice sets out to individuals how we use any personal information that we hold about them. We are required to publish this information by data protection legislation. This Privacy Notice explains how we process (collect, store, use and share) personal information about job applicants.

What is Personal Information?

Personal information relates to a living individual who can be identified from that information. Identification can be by the information alone or in conjunction with any other information in the data controller's possession or likely to come into such possession.

'Special category' personal information reveals racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, and the processing of genetic data, biometric data for the purpose of uniquely identifying a natural person, data concerning health or data concerning a natural person's sex life or sexual orientation.

What personal information do we process about applicants?

The categories of applicant information that we collect, hold and share include:

- The information you have provided on your application form, including name, title, address, telephone number, personal email address, date of birth, gender, teacher number, employment history, qualifications, subjects taught and other training and development activities.
- Any test results that arise as part of this application process.
- Information about your current level of remuneration, including benefit entitlements.
- Information provided to us by your referees unless you have indicated otherwise on the application form.
- Any academic qualifications
- Information on documents provided for the purposes of proving identity e.g. passports, driving licences, birth certificates, and bank statements and utility or other invoices used for proof of address

Where you have named referees on your application form, we shall assume that they have consented to being approached by us.

We may also collect, hold and share the following "special categories" of more sensitive personal information:

- Information such as gender, age, ethnic group, religious belief, sexual orientation
- Information about your health, including any medical condition, health and sickness records
- Information about criminal records;
- Information about being barred from working with children or vulnerable people
- Any information you provide to us during an interview.

How is your personal information collected?

We collect personal information about candidates from the following sources:

- You, the job applicant.
- Disclosure and Barring Service in respect of criminal convictions and information about being barred from working with children or vulnerable people (once a job offer has been made).
- From former employers (once a job offer has been made).

For what purposes do we use applicants' personal information?

We will use your personal information to:

- assess your skills, qualifications and suitability for the role
- carry out background checks
- communicate with you about the process
- keep records
- comply with legal or regulatory requirements
- to make salary payments and pay over PAYE and NI on your behalf

We need to process your personal data in order to decide whether to enter into a contract of employment with you. It is ultimately in our legitimate interests to process personal data during the recruitment process and for keeping records of this process. Actively managing this data allows the recruitment process to be efficient and adequately confirm your suitability for the job.

If you fail to provide information when requested, which is necessary for us to consider your application (such as evidence of qualifications or work history), we will not be able to process your application successfully.

Information about your disability status may be used in order to consider where reasonable adjustments need to be made during the recruitment process.

Information about your age, gender, race or national or ethnic origin, religious beliefs and sexual orientation will be used to ensure meaningful equal opportunity monitoring and reporting.

Collecting applicant information

Whilst the majority of information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the General Data Protection Regulation, we will inform you whether you are required to provide certain information to us or if you have a choice in this.

Who might we share your information with?

We may share applicant information with members of our staff and Governors, who are involved in the recruitment process, consultants/experts assisting with the interview process, HR providers, payroll providers (EPM) and managers who hold vacancies.

Appropriate security measures have been put in place to prevent personal information being accidentally lost, used or accessed in an unauthorised way.

We will not share your data with third parties, unless your application for employment is successful and an offer has been made. They will only process personal information on our instructions and are subject to a duty of confidentiality.

Procedures are also in place deal with suspect data security breaches and you will be notified of a suspected breach where we have a legal obligation to do so.

What do we do with your information?

All personal information is held in a manner which is compliant with Data Protection legislation. Personal information is only processed for the purpose it was collected. Alcester Academy monitors the personal information it processes and will only share personal information with a third party if it has a legal basis to do so.

How long do we keep your information for?

In retaining personal information, Alcester Academy complies with the Retention Schedules provided by the Information Record Management Society. The schedules set out the Statutory Provisions under which Alcester Academy are required to retain the information.

A copy of those schedules can be located using the following link:<http://irms.org.uk/page/SchoolToolkit>

Transferring data internationally

Where we transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with data protection law.

What are your rights with respect of your personal information?

Under data protection law, applicants have the right to request access to information about them that we hold. To make a request for your personal information contact the School Data Protection Officer at Warwickshire Legal Services via email at schooldpo@warwickshire.gov.uk or alternatively;

School Data Protection Officer
Warwickshire Legal Services
Warwickshire County Council
Shire Hall
Market Square
Warwick
CV34 4RL

***Please ensure you specify which School your request relates to.*

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection regulations

If you have a concern about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to the Information Commissioner's Office at <https://ico.org.uk/concerns/>

June 2025