

BURNHAM GRAMMAR SCHOOL



Examinations Officer & Data Manager

JOB APPLICATION PACK



Embracing Challenge

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This application pack includes:

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How to apply:

Please download an application form from our website and send your completed form to:

Mrs Anjna Pankhania

Burnham Grammar School

Hogfair Lane

Burnham

Buckinghamshire

SL1 7HG

Or email to vacancies@burnhamgrammar.org.uk

<https://www.burnhamgrammar.org.uk/join-our-team/vacancies>

Please note we do not accept CVs

Closing Date: 10am on Friday 21 November 2025

Interview Date: w/c Monday 24 November 2025

Candidates who have previously applied will not be reconsidered at this time.

It is the normal practice for references to be obtained before any formal interview.

Burnham Grammar School as part of the Beeches Learning Development Trust is committed to safeguarding and promoting the welfare of its students and staff and expects all staff and volunteers to share this commitment. Successful candidates will be required to undertake an enhanced Disclosure and Barring Service (DBS) check

We encourage applications from the right candidates regardless of age, disability, gender identity, sexual orientation, religion, belief or race

Thank you for the interest you have shown in this vacancy

HEADTEACHER'S LETTER

Dear Applicant

Thank you for your interest in applying for this role at Burnham Grammar School. I do hope that the information attached encourages and inspires you to make a formal application for this post.

Our diverse community of staff, students and parents believe that this is a truly unique school. Our students are bright and eager to do well. They are hardworking, but also full of personality and a joy to teach, reflecting the diversity of their backgrounds and cultures. They contribute fully to school life, are proud of the part that they play and continue to surprise me on a daily basis with their acts of kindness and their generosity of spirit. We frequently receive comments from the local community about the fantastic contribution that our students make and visitors to our school are always quick to compliment us on our caring and inclusive ethos. However, our students do not always understand or believe how talented they are. We have continued to build upon this community atmosphere, which was noted by Ofsted in December 2022:

“Pupils enthusiastically embrace challenge and enjoy learning here. Pupils, including those in the sixth form, benefit from high aspirations set for them by leaders and staff. This includes disadvantaged pupils and pupils with special educational needs and/or disabilities(SEND). ”

The staff are a uniquely close-knit, supportive and considerate team and the caring ethos makes this a rewarding place to work and develop. I was pleased that Ofsted recognised that “The headteacher’s commitment to involving staff at all levels in the school’s development is nurturing a loyal and dedicated staff.” Staff opinion and involvement is highly valued and if appointed you will find that you are fully supported in successfully fulfilling your role and gain experience to help your career progression through personalised and targeted professional development. The involvement of the staff in the running of the school and in the development of key policies, and our continual efforts to support a work-life balance, have been reflected in us retaining the prestigious Investors in People Gold Award in 2021. The successful candidate will play an active part in the further development of both learning and teaching and other aspects of school life.

Our last Ofsted was an ungraded inspection that confirmed us to continue to be at least a Good school [Ofsted 2022 Report](#). Our community was pleased that Ofsted recognised the many areas of ‘exemplary practice, and are unanimously resolute in continuing on our journey of improvement. Through our tailored CPD programmes we support many teachers on the difficult transition from good to consistent and sustainable outstanding practice through our focus on **Responsible Learning**. This has increased the quality of learning, which is also reflected in our significantly positive progress measures at both GCSE and A level . We are now entering an exciting stage in the school’s development with a unwavering determination to be rightfully recognised as an Outstanding school and a national beacon of best practice that provides inspirational learning experiences to every student every day , both inside and outside of the classroom. In November of 2022 this exceptional practice was recognised when we were designated as a National Centre of Excellence by the Inclusion Quality Mark.

In October 2021 we moved into our brand new school which will provide staff and students with world class facilities to inspire and support their learning and ambitions. These facilities will also provide opportunities for us to broaden our incredible extracurricular offer to students, a vital part of life at Burnham Grammar to broaden students horizons and raise their aspirations.

Not every candidate will be suited to the ethos of the Burnham Grammar learning community or able to fully contribute to our journey to be recognized as an exceptional school leading the development of practice nationally . Candidates for this post will already be exceptional and reflective practitioners or possess the qualities and desire to become exceptional.

HEADTEACHER'S LETTER

We are, of course, proud of our examination results but students' education at Burnham Grammar goes far beyond the academic. The exceptional and diverse range of extra-curricular opportunities and activities inspires and develops students' characters and resilience and exposes them to a range of unique experiences and challenges. We are passionate about the wider development of each individual student to ensure that they positively contribute to their communities now and in the future. This outstanding practice is reflected in us achieving a number of national awards such as the Music Mark Award, Gold Kitemark for Sport, the International School Award and winning the Stonewall School Award.

We welcome applications from the right candidates regardless of age, disability, gender identity, sexual orientation, religion, belief or race and want members of staff who have interests and expertise that goes beyond the classroom and physical boundaries of the school. With 61 different first languages spoken by students we are a very diverse school and would want our staff to reflect this diversity.

Quite simply Burnham Grammar School is an idyllic learning community where the relationships and teamwork between staff and students are fostered with care and the key strength of the school. We provide the support and reassurance for our students to develop the resilience and mindset to strive to be their very best. Our school aims are summarised by the overarching motto :

“Embracing Challenge”

Our students are constantly challenged and supported to volunteer answers at the edge of their understanding and learn from their mistakes to ensure that they fulfil and surpass their potential at each key stage and have the confidence and resilience to aspire to and achieve their dreams.

I do hope that you will decide to make an application to join us and that we will have the opportunity to welcome you to our learning community and meet you in person.

To hear more about working at Burnham Grammar please use this link

[Working at Burnham Grammar School Video](#)

Yours sincerely



Dr A Gillespie
Headteacher

BENEFITS OF WORKING AT BGS

- Enthusiastic, motivated and intelligent students
- An outstanding culture & ethos where students & staff enjoy & achieve
- A socially and culturally diverse school community
- End of Term Socials – Christmas/Summer cricket etc.
- Friday treats
- Free lunch provided on INSET Days for all staff
- Generous Pension Schemes for staff – TPS for Teachers and LGPS for Support staff
- Day off for Religious observance e.g. Diwali, Eid, Vaisakhi, Hanukkah etc.
- CPD opportunities for all staff
- Gold IIP Award & IIP Champion reflects personalised and nationally recognised CPD
- Free Parking

BENEFITS OF WORKING AT BGS

- Free tea/coffee for all staff
- State of the art facilities in our brand new building
- A bespoke induction programme for all staff joining the school, tailored to individual requirements such as for those new to the teaching or working in schools.
- Cycle to work scheme
- Wellbeing Award

Employee Assistance Programme (EAP) provider, Health Assured which is available to ALL employees free of charge and offers:

- Emotional Support with Relationship and family issues or worries
- Loss, including loss of job, friend or family member through bereavement
- Financial concerns, budgeting, borrowing or tax credits
- Work life & Health including Stress Management



Burnham Grammar School

"Pupils enthusiastically embrace challenge and enjoy learning"
(Ofsted Dec 2022)

Examinations Officer & Data Manager Permanent, Full Time, 37 hours per week

Bucks Pay Scale 6 £36,495 pa - £39,876 pa FTE

Required for January 2026

**11-18 Mixed Grammar School
NOR 1271 (6th Form 370)**

"The behaviour of pupils is exemplary. Pupils enthusiastically embrace challenge and enjoy learning."
(Ofsted December 2022)

Lead school in small MAT

2025 A Level:

89% A*-C grades
71% A*-B grades
40% A*-A grades

2025 GCSE:

93% grade 5-9
56% grade 7-9
32% grade 8-9

59% of students achieved 5 or more grade 7-9 at GCSE

We are offering you:

- State of the art facilities
- An outstanding culture & ethos where students and staff enjoy and achieve
- A supportive staff body
- An opportunity to develop in the role
- A chance to work in a high achieving school
- A socially active and culturally diverse school community
- Personalised & effective CPD as evidenced by the school's IIP Gold retained in Feb 2024
- Wellbeing Award (2021)
- IQM Centre of Excellence retained in Nov 2024

We want from you:

- The ability to work independently and demonstrate initiative as required
- The ability to work to multiple deadlines
- High level of ICT competency especially with Microsoft Excel
- Advanced administration skills
- An effective communicator and team worker
- Excellent attention to detail
- Experience of working in schools is desirable but not essential
- Good numeracy and literacy skills
- An enthusiastic and energetic manner

Candidates who have previously applied will not be reconsidered at this time.

"Staff appreciate the support and time they get to develop their own subject expertise. Leaders have adopted an approach to assessment that is manageable for staff and purposeful for pupils."

(Ofsted December 2022)

Closing date for applications: 10am on Friday 21st November 2025

Please download an application form from our website or telephone the school for more information: 01628 604812. Applications should be sent to Mrs A Pankhania by email or post. Please note we do not accept CVs.



E-mail: vacancies@burnhamgrammar.org.uk

Website: www.burnhamgrammar.org.uk

Post to: **Burnham Grammar School,
Hogfair Lane, Burnham, Bucks. SL1 7HG**



Just west of London, near Windsor & Maidenhead & convenient to the M40, M4 & M25.
Burnham station (mainline Paddington & Elizabeth Line) is a short walk from the school.

Headteacher: Dr A Gillespie

We encourage applications from the right candidates regardless of age, disability, gender identity, sexual orientation, religion, belief or race

As part of the Beeches Learning Development Trust, Burnham Grammar School is committed to safeguarding & promoting the welfare of its students & staff & expects all staff & volunteers to share this commitment. Successful candidates will be required to undertake an enhanced Disclosure & Barring Service (DBS) check.

JOB DESCRIPTION

JOB TITLE: Examinations Officer and Data Manager

LOCATION: Burnham Grammar School

GRADE: Bucks 6

37 hours per week; full time 52 weeks.

DEPARTMENT: Examinations and Data Department

REPORTS TO: Deputy Headteacher, Curriculum.

POSTS SUPERVISED DIRECTLY:

Assistant Examinations and Data officer & Invigilators

MAIN PURPOSE OF JOB:

1. To manage the internal and external examinations process including BSTT
2. To produce individual and summary data for all stakeholders.
3. To undertake all data returns to external bodies.
4. To manage SIMS & SISRA and ensure accurate pupil data records.
5. To complete academic management information for all students.
6. To lead and manage the assistant examinations and data officer.

DUTIES AND RESPONSIBILITIES:

Exams

1. To liaise with staff, students, parents, governors, press, examination boards and other parties in all examinations related manners.
2. To develop, document and maintain systems and procedures in order to ensure an efficient and effective service.
3. To enable the school to comply with all the necessary regulations to ensure that candidates receive appropriate accreditation for their achievements.
4. To ensure that entries, retakes, requests for reviews of marking & scripts, and amendments are entered into SIMS and communicated to the relevant persons & bodies within the relevant timescales.
5. To ensure that the school does not incur penalty fees for late entries.
6. To produce and distribute examination timetables.
7. To ensure that clashes, changes of time etc are efficiently and effectively administered and communicated.
8. To brief pupils on examination procedures and conduct, and to produce and distribute guidance for staff, pupils & parents.

JOB DESCRIPTION

9. To be aware of all the components to be examined, making suitable arrangements for rooming, seating and invigilation.
10. To oversee the recruitment and work of any examination support staff and invigilation staff, to plan and assist with their training and manage their induction.
11. To organise day to day preparation of examination rooms ensuring furniture requirements, exam equipment and notices are in place (in liaison with the site staff & HoD's).
12. To organise the receipt and secure storage at all times of examination papers, certificates, stationery and materials.
13. To ensure all information received and sent out is properly handled and recorded.
14. To ensure all exam scripts, coursework and NEA tasks are submitted by the deadline/ collected promptly by the courier (in liaison with reception staff).
15. To be responsible for all administrative procedures regarding students with exam access arrangements and considerations, in conjunction with the SEN department.
16. To ensure all coursework/NEA marks and predicted grades are recorded and communicated as appropriate.
17. To manage the Centre Assessed Marking Review process for BGS.
18. To oversee all arrangements for external and internal exam results days.
19. To undertake an analysis of examination results when the centre is notified and to inform the headteacher as soon as administratively possible.
20. To provide relevant statistics on examination entry and examination results to the headteacher, governors, trustees, LEA & DfE etc including an annual report to the governors.
21. To source, check and provide DfE statistics, local, regional and national examination results and information for departments, SLT and governors.
22. To ensure all JCQ Examination policies are in place, reviewed regularly and applied accordingly.
23. Meet and brief with Middle Leaders to ensure they are preparing for changes to the examinations structure.
24. To help plan and implement the transition to digital exams in the future.

JOB DESCRIPTION

Data

25. To oversee, innovate and plan examination and progress data and statistics to a specified format for SLT, middle leaders, teachers, governors and trustees including data required for the prospectus.
26. To coordinate baseline and pupil data (including but not limited to BSTT, KS2, CATS, and ALIS data).
27. Plan, oversee and complete whole school reporting at regular intervals indicated on the school calendar.
28. Check progress grade and examination results, residual and progress data before dissemination to staff and/or upload to SISRA.
29. Be responsible for managing Academic Management and pupil timetables in SIMS and for their distribution to students including option choices and assisting with Year 12 & 13 options on registration days.
30. To administer the change of options process for GCSE and A Level
31. To oversee all testing for Year 7 students and any new entrants to the school including online CAT testing for any students wishing to enter the school.
32. To plan, oversee and complete the following data exercises: DfE Table Checking Exercise, DfE Course Directory and receive/distribute secure data from Bucks Council.

SIMS

33. To be responsible for the Post 16 Learning Aims and other relevant sections within the termly Census Return as directed by the Office Manager.
34. To oversee the end of year procedures to ensure they are carried out accurately and to the required deadlines. This includes class lists and curriculum allocations for all students.
35. To ensure accurate input of academic management information to enable student timetables are produced at the start of the academic year.

JOB DESCRIPTION

General

36. To review, modify and implement systems regularly.
37. To ensure confidentiality at all times adhering to the Data Protection Act (GDPR).
38. To carry out any broadly similar duties as may be required from time to time.
39. To process and maintain student examination and data records, both manual and computerised, in line with school procedures.
40. To have due regard to health and safety of self, staff, students and visitors and have responsibility for bringing matters of concerns to the attention of the Headteacher.
41. To occasionally escort and supervise students on educational visits and out of school activities.
42. To write and update a standard operating procedures document for the different job roles completed in the post.
43. Undertake occasional whole class supervision in the absence of class teachers, setting work previously prepared by the teacher.

Job Description prepared by James Cathcart, October 2025

This document must not be altered, without consultation with all relevant parties, once it is signed.

Signature of Postholder..... Date.....

Signature of Headteacher..... Date.....

PERSON SPECIFICATION

Qualifications and Knowledge	Essential	Desirable
Educated to a graduate level		✓
Current valid UK Driving Licence and ability to travel to other sites		✓
Knowledge & understanding of the work of a school	✓	
Administrative or secretarial experience	✓	
Educated to A Level with GCSE level in Maths and English at Grades A*-C or equivalent	✓	
Good numeracy and literacy skills	✓	
Liaison with people at different levels, both within and outside the organisation to deliver work objectives	✓	
Awareness of child protection and safe working practices	✓	
Skills	Essential	Desirable
Ability to work independently demonstrating initiative and proactivity	✓	
Ability to develop and maintain efficient record keeping systems	✓	
Ability to line manage other employees including responsibility for allocation of work, recruitment, induction, appraisal, development etc.		✓
Excellent planning and organisational skills to include time management	✓	
Excellent interpersonal skills, including the ability to manage challenging issues with staff, parents and students	✓	
Ability to identify work priorities and manage own and others workload to meet deadlines whilst ensuring that lower priority work is kept up to date	✓	
Experience of Microsoft Office systems specifically Word, Excel and PowerPoint	✓	
Highly computer literate, with particular skill in using Microsoft Office	✓	
Communicate effectively with staff, students and parents	✓	
Methodical with a good attention to detail	✓	

PERSON SPECIFICATION

Experience	Essential	Desirable
Experience of working with SIMS or another equivalent MIS	✓	
Experience of working in a Secondary School		✓
Experience of SIMS packages (Assessment Manager, Nova T6 etc.)		✓
Previous experience in a directly related field		✓
Personal Qualities	Essential	Desirable
A record of undertaking further professional training as appropriate and applying the outcomes in their roles	✓	
Able to work as part of a team but also confident in working individually without close supervision	✓	
Flexibility to adapt to change whilst maintaining predefined standards	✓	
Ability to remain calm when you and/or colleagues are under pressure	✓	
The school is fully committed to the DfE guidance on Safeguarding Children and Safer Recruitment in Education and all candidates for the post will therefore be subject to vetting procedures following Buckinghamshire County Council's guidance on Safer Recruitment and Selection in Schools.		

MAKING AN APPLICATION

How to Apply

To apply for this position, you will need to complete our application form which you can download from our website under the vacancy details:

[Burnham Grammar School Vacancies](#)

Completed applications should be sent to **vacancies@burnhamgrammar.org.uk** by the closing date and time on the job advert.

Please note only fully completed application forms will be considered and we do not accept CVs.

Shortlisting

Applications will be assessed based on the information provided on the application form and will be shortlisted if they fulfil the criteria for the role and the person specification. Shortlisting may take place before the deadline for applications has passed.

If you are shortlisted for interview you will be sent a self declaration form about any criminal disclosures. You will need to complete and return this disclosure form at least one day prior to interview. If we have not received this, we reserve the right to withdraw the offer of interview.

The Trustees of the Beeches Learning and Development Trust reserve the right to research applicants on social media platforms and the internet and to use this as part of the shortlisting process

If you have not been contacted within 3 weeks of the closing date, you must assume that your application has, on this occasion, been unsuccessful.

MAKING AN APPLICATION

References

It is the normal practice for references to be obtained before any formal interview.

You will need to provide details of two people who have knowledge of you in a working / educational environment, paid or unpaid.

The first reference should be your present or most recent employer and a contact at your last post working with young people if you are not currently doing so.

If you are a student give appropriate school or college referees.

References must cover a 5-year consecutive period.

Interview

If you are shortlisted for interview you will be sent an invite to interview letter with all the interview details via email. Interviews will include a panel interview, a tour of the school, a student panel interview and a chance to meet members of the team informally over either coffee or lunch.

Teaching posts will include teaching a lesson and support staff roles will include an administration task relevant to the role in which you are interviewing for.

Successful Appointments

All successful appointments are subject to satisfactory references, Disclosure and Barring Service (DBS), Health Checks, proof of Right to Work in the UK and satisfactory checks on the Teaching Regulatory Agency.

PRIVACY NOTICE

Short Form Privacy Notice For Application Forms

This notice explains what personal data we will hold about you, how we collect it, and how we will use and may share information about you during the application process. We are required to notify you of this information, under data protection legislation.

Please ensure that you read this notice as well as our privacy notice which can be found at on our website under Vacancies which detail how we use your information.

Why Do We Collect This Information?

Once you have submitted an application form, the School use this information in order to take a decision on recruitment and to take steps to enter into a contract.

What Information Do We Collect?

We collect the following information from the application form in order to take a decision as to recruitment: surname, forename(s), previous surnames, preferred title, address for correspondence, home, work and mobile telephone number, email address, national insurance number, details of current and past employers, details of previous employment details including salary, details of your qualifications, details of your relationship with the Teaching Regulation Agency and your induction period (where applicable), your referees, right to work in the UK status, any disabilities, religion, gender, ethnicity and any criminal convictions. We will also collect any other information you choose to share with us during the process.

How we may share the information

We may also need to share some of the above categories of personal information with other parties, such as HR consultants and professional advisers. Usually, information will be anonymised but this may not always be possible. The recipient of the information will be bound by confidentiality obligations. We may also be required to share some personal information as required to comply with the law.

How long we keep your information

We keep the personal information that we obtain about you during the recruitment process for no longer than is necessary for the purposes for which it is processed. How long we keep your information will depend on whether your application is successful and you become employed by us, the nature of the information concerned and the purposes for which it is processed. Full details on how long we keep personal data for is set out in our data retention policy.

Please find below the link to our vacancies page on our website where you can find the full Privacy Notice for Job Applicants

[Burnham Grammar School Vacancies Page](#)

Please find below the link to our vacancies page on our website where you can download our application form for completion.

[Burnham Grammar School Vacancies](#)

Please find below the link to our policies page on our website where you will find our Child Protection policy and Recruitment of ex-offenders policy.

[Burnham Grammar School Policies](#)

We are just west of London, near Windsor & Maidenhead & convenient to the M40, M4 & M25.

Burnham station (mainline Paddington & Crossrail) is a short walk from the school.

Headteacher: Dr A Gillespie

[Investors in People Report](#)

We are proud of our development of our staff



Investors in People Gold Award retained in Feb 2024

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