



Exams and Data Administrator

Pay Scale- NJC 12-17

37.5 hours per week

Actual salary- £23,767.51- £25,782. 23 (£27,711- £30,060 FTE)

39 weeks per year

Start Date- 1st September 2025

We are looking to appoint an Exams and Data Administrator to join our team on term time, full time, permanent basis. The Exam and Data administrator is responsible for the organisation and smooth running of both internal and external examinations. The administrator acts as the primary liaison between the school and external examination bodies. They will be familiar with the requirements and regulations placed on schools by both awarding bodies and the Joint Council for Qualifications (JCQ) and will ensure that the school is compliant with these before, during, and after examination periods. You will also support the administrative, attendance and reception activities of the school, as required.

The successful candidate must have previous experience and knowledge of examination administration, processes and regulations and 5 GCSES (A*-C) including English and Maths. You will have excellent communication, organisational skills and the ability to multitask in a fast-paced environment.

Our school is committed to safeguarding children and promoting children's welfare.

This

post is subject to all the relevant pre-employment checks set out in Keeping Children Safe in Education, including an enhanced DBS certificate with a barred-list check. You will need to be able to obtain satisfactory DBS clearance for this position.

Closing date for applications: Friday 13th June 2025 at 12pm.

Early application is advised as this vacancy may close early if we receive a good response.

You can download the attached application form and further details for this post. CVs will not be accepted. Please email your application to hr-enquiries@lipaprimary.org.

Our commitment to Equal Opportunities

As an equal opportunity's employer, LIPA MAT is committed to the equal treatment of all current and prospective employees and does not condone discrimination on the basis of age, disability, sex, sexual orientation, pregnancy and maternity, race or ethnicity, religion or belief, gender identity, or marriage and civil partnership.

We are committed to working together to create an inclusive environment that offers equitable opportunities for all.

Appointments will always be made on merit.