



**Exams and Data Administrator**

**Pay Scale-** NJC 12-17

**37.5 hours per week**

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

**39 weeks per year**

Due to the continued success and ongoing expansion of LIPA School, we are looking to appoint an Exams and Data Administrator to join our team on term time, full time, permanent basis.

The examinations 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 ideal candidate will have excellent communication, organisational skills and the ability to multitask in a fast-paced environment.

You will need be able to obtain satisfactory DBS clearance for this position.

**Closing date for applications:** Tuesday 7<sup>th</sup> January 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 can you email your application to [hr-enquiries@lipaprimary.org](mailto: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.