Part of the Ted Wragg TRUST

Exmouth Community College

Exams and Data Senior Administrator

Our Vision is to enable our students to **flourish** through our core values of **Belonging, Ambition** and **Responsibility.**

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Key Details

Salary Grade D SCP 8-14

(actual salary £24,254.78 per annum)

Location Exmouth, Devon

Closing date 9th March 2026

Interviews 16th March 2026

Required from April 2026 or sooner

Hours 1517 hours annually: 37 hours per week x 41 weeks

(term time + 5 non-pupil days + 74 hours to be worked over the year including the Wednesday and Thursday of both Exam Result weeks in August)

Usual working pattern Monday to Thursday 8.00am – 4.00pm & Friday 8.00am – 3.30pm.
(Includes a daily 30-minute unpaid break).

During exam seasons, hours will range from 7.00am - 7.00pm.

How to apply

For an informal conversation about the position please contact the ECC Recruitment Team at Recruitment@exmouthcollege.devon.sch.uk

An application pack can be found at https://www.tedwraggtrust.co.uk/vacancy

We encourage early applications, as we reserve the right to close this vacancy once a suitable candidate has been identified

ECC is part of the The Ted Wragg Trust. We are committed to safeguarding and promoting the welfare of children and expect all staff and volunteers to share this commitment. All offers of employment are subject to an Enhanced DBS check.

About Exmouth Community College

BELONGING • AMBITION • RESPONSIBILITY

Exmouth Community College is in an exciting stage of its journey. As the sole Secondary school in the beautiful coastal town of Exmouth, we are rooted in our community and dedicated to giving our students a life of opportunity and fulfilment. Our Vision is to enable our students to flourish through our core values of Belonging, Ambition and Responsibility.

We have recently joined the Ted Wragg Trust. The Trust has a very strong reputation for growing great people and place professional development of staff at the heart of all that they do.

Why join Exmouth Community College?

- A culture of high expectations based on strong relationships – we are committed to ensuring that every student receives the highest quality education. We believe that nurturing relationships are key to helping young people thrive and have, therefore, worked hard to embed our 'relational approach' over the last three years. This is enabling us to 'raise the bar' for our young people.

- A place where growth is valued – teaching is complex, challenging, and ever-evolving. We know that even the best teachers can get better, which is why we prioritise professional learning. Every member of staff receives personalised coaching and regular dedicated time out of the classroom for professional development. Our staff wholeheartedly buy into the mantra that "Every teacher needs to improve … not because they aren't good enough, but because they can be even better." – Dylan William

- Honest, collaborative, and open – We don't believe in a 'top-down' culture. Instead, we work together, modelling vulnerability and regularly sharing feedback to improve. We welcome challenge and seek out ways to refine our practice.

- Flexibility in role – We aim to support our staff in achieving a healthy work/life balance. Depending on the role, we may be able to offer a flexible full-time equivalent (FTE) arrangement by agreement.

- Part of the Ted Wragg Trust – Benefitting from stability, support, and extensive opportunities for professional development and collaboration within a network of dedicated educators.

Letter from the Headteacher

Thank you for your interest in coming to work as part of our team at Exmouth Community College. You will be joining a really friendly community of committed staff, supportive parents and brilliant young people. Still being relatively new to ECC myself, I recall very well being blown away by the warmth of the welcome that I had when I arrived and I can assure you of the same.

You will be joining the College at a really exciting time:

- We've completed a major upgrade to our site, including the £13 million Elizabeth Lee building, a new Maths and Sixth Form block, a fully refurbished Dining Facility and outdoor space, providing inspiring facilities for students.

- We've reset our School Vision and made clear strides in improving our school culture. (OFSTED 2024 - "Work has begun in earnest to put in practices to build a more sustained positive culture across the whole school. There is now positivity from staff, parents and pupils about the early impact of this work").

- We've joined the Ted Wragg Multi-Academy Trust, gaining additional support and professional opportunities for our staff.

- We have seen a significant improvement in results profiles for Year 11 and 13 in the last two years, with record results in some measures. We are now above national averages in key measures and seeking to consolidate these improvements to become one of the highest performing schools in the local area.

Our focus is on delivering a high-quality curriculum and preparing students for life beyond the classroom. Staff development is a priority, and we aim to create an environment where you can thrive.

ECC has a strong sense of community, and we're committed to providing excellent education while preparing students for their future. If you're passionate about teaching and looking for a supportive environment, we'd love to hear from you.

I hope you find this information helpful, and please explore our website to learn more. Thank you for considering your application.
Warm wishes,

Tom Inman

Headteacher

Exams and Data Senior Administrator Job Description

Introduction to the job

This role forms part of the Exams and Data Team; the team consists of a Finance Data and Exams Team Lead, Examinations Officer, Data & Assessment Team Leader, this post and a Senior Data and Assessment Administrator. The role will predominantly be based in the Examinations Office, Green Close.

Exmouth Community College is seeking a highly organised and efficient person to take on the role of Exams & Data Senior Administrator. In this role, you will assist the Examinations Officer to ensure that all internal and external exams run smoothly and JCQ's (Exam Governing Body) requirements are met. If you have experience working in a busy office where changing priorities are normal, then we would love to hear from you.

Purpose of the job

To provide comprehensive administrative support for the Exams Office and occasionally support with Data Administration tasks. To assist the Exams Officer to ensure the effective and efficient administration of internal and external examinations in accordance with the Joint Council for Qualifications (JCQ) regulations.

Exams and Data Senior Administrator Job Description

Key Responsibilities

- Work as part of the Exams and Data Team providing support in the key area of Examinations.
- Deputise for the Examinations Officer when required.
- Assist with the administration of all internal and external examinations as instructed by the Examinations Officer, which includes, making entries, registrations, rooming (re-rooming where necessary), staffing, receipt of materials, facilitating exam access arrangements, organisation of exam materials, producing modified papers, results and post-results.
- Keep up to date with JCQ regulations and examination board regulations.
- Liaise with Examination Invigilators regarding compliance for DBS, scheduling of availability and training.
- Ensuring exams area of college website and staff calendar are up to date, notifying relevant staff to make amendments.
- Keep exam boxes and notices up to date.
- Liaises with Subject Leaders regarding scheduling and staffing of NEAs (Non-examined assessments).
- Co-ordinates University Admissions Testing and Functional Skills exams.
- Collecting and despatching scripts in accordance with the regulations.
- Answering enquiries from examination boards, staff, students, parents/carers.
- Assist the Examinations Officer during the results weeks.
- Ensure Data Protection policies are adhered to at all times.
- Any other duties commensurate with the grading of the post as requested by the Finance, Data and Exams Team Lead, Examinations Officer and Data & Assessment Team Leader.

Working Conditions & Physical Demands

- Normal office environment.
- Sedentary – Involves sitting for most of the time but will involve walking, standing and exerting minimal force/lifting light weights during exam seasons.

Person Specification

Attributes will be assessed via the application, certificates, interview, assessment, observation and references.

Attributes	Essential	Desirable
Qualifications		
GCSE English and Maths at Grade 6 (B) / Level 2 qualification or above, or equivalent training / experience.	X	
Experience		
Working effectively within a school environment	X	
Significant experience of working effectively within an administrative setting	X	
Working effectively within a SIMS/Exams based role		X
Skills and Knowledge		
Organised, able to prioritise workload and meet deadlines whilst maintaining accuracy under pressure	X	
Capacity to take responsibility, use initiative, work independently and demonstrate a proactive approach	X	
Ability to work actively, productively and flexibly as part of a team	X	
Confident user of ICT, including Microsoft Office packages	X	
Excellent written skills and ability to communicate effectively with people at all levels in a professional and sensitive manner	X	
Use of Bromcom or other MIS systems (training will be provided)	X	
Knowledge of JCQ exam regulations		X
Awareness of data protection and confidentiality	X	

Person Specification

Personal Qualities		
Ability to relate well to children, young people and adults	X	
Proactively generates positive working relationships	X	
Adaptable, flexible and creative	X	
Enthusiastic and motivated	X	
Problem solver, analytic and strategic thinker	X	
Commitment to high standards	X	

Additional Criteria

- We have an expectation that all staff employed at Exmouth Community College will:

- Commit to the safeguarding and welfare of all students
- Understand and recognise the principles of equality and diversity
- Commit to regular and on-going professional development and high standards
- Demonstrate and promote good practice in line with the ethos of the College

Part of the Ted Wragg TRUST

Thank you for your interest in working at ECC

Introduction to the Ted Wragg Trust

Trust Values

- **Ambitious:** works hard, has the highest standards and it positive for the future
- **Selfless:** self-aware and emotionally intelligent to support self and others to thrive.
- **Collaborative:** builds strong relationships and networks

A Warm Welcome from our CEO

An **ambitious** and **inclusive** Trust of schools **strengthening** our **communities** through **excellent education.**

Moira Marder, OBE

On behalf of the Ted Wragg Trust, I would like to thank you for your interest in working for our Trust. This is an excellent opportunity to join our Trust and work in one of our 17 schools.

In our ambitious and inclusive Trust of schools we know that every individual is critical to help us to achieve our collective mission to transform lives, strengthen communities and make the world a better place.

Our values driven, growing 2-18 Trust, has the highest expectations for every child, every day, with social justice at our core. In this pack you will find out more about how we support, develop and grow our Headteachers.

This is a hugely exciting time for our Trust as we continue to grow, embed, improve and innovate to improve the life chances of all children in the South West.

We demonstrate our love through our values

How we will succeed

#lifeattedwragg

We know that our people are our greatest asset and research tells us that happiness at work is directly linked to student happiness and consequently student outcomes.

We are working hard to make sure that all our employees love coming to work.

Our Trust is dedicated to fostering an environment where employees can reach their full potential, with dignity, respect, and equal opportunities for all.

We value the unique contributions of each individual, recognising that diversity strengthens our community and makes our Trust a positive place to work and grow.

We are committed to excellent employment practices that attract and retain talent from a variety of backgrounds and communities.

The aim of our people strategy is to be the greatest place to work in the South West.

We know that to realise our ambitious aim we must welcome, retain and develop our great people who work day in day out to transform the lives of the children in our Trust.

#lifeattedwragg is focussed on ensuring all our employees:

- Love coming to work and have a strong sense of belonging
- Experience high quality development through our dedicated development curriculums delivered by the Ted Wragg Institute
- Inspire others with their open and collaborative approach

To find out more about what it is like to work at the Ted Wragg Trust, explore our development curriculums and hear from our employees please visit our website at www.tedwraggtrust.co.uk/workwith us

The Ted Wragg Institute

We want to ensure that our people feel invested and fulfilled in their role by providing personalised, relevant and engaging professional development. Our brand-new Ted Wragg Institute (TWI) delivers our high-quality development offer for all, across our family of schools.

Our incredible offer includes Trust CDP, Leadership Development, Networks, Cohort-specific training and NPQs. Take a look at our offer this year here.

Early Career Teachers

If you are an Early Career Teacher you will benefit from our tailored Early Career Framework combining weekly instructional coaching, asynchronous independent learning, online 'clinics' and in-person conferences. With a dedicated mentor or coach and access to supportive networks the ECTs in our Trust are supported and developed to reach their full potential.

Our professional development delivery model

Our professional development delivery is underpinned by our Education key concept (see page 8). We believe that professional development should build knowledge, motivate, develop techniques and embed practice.

At the Ted Wragg Trust, we are research informed and believe that it is important that everyone involved in sharing ideas understands the underlying rationale and evidence base. We ensure that professional development is:

Sustained
Frequency is critical, not time span

Practice-Based
Create new habits

Domain-Specific
Create new habits

External Expertise
Challenge the familiar & refresh ideas

Professional Buy-In
Purpose & benefits eclipse volunteering

We believe this slightly adapted model from 'Teaching Walkthrus 2', Tom Sherrington and Oliver Caviglioli is applicable to all professional development and will underpin the delivery of all our professional development networks, seminars and webinars.

Our Ted Wragg Standard

Our Ted Wragg Standard provides a minimum set of high standards across all our schools to establish clear structures, implement effective processes and hold each other to account to enable excellence. It is based on our three key concepts: Leadership, Education and Every Child Succeeds.

Key Concept: Leadership

We believe that great leadership:

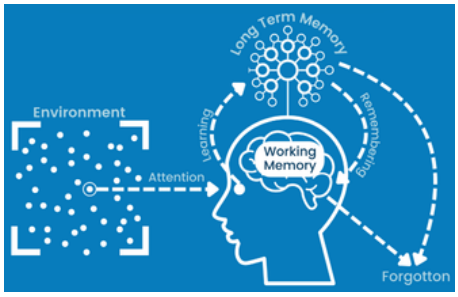
Fiercely educates

Thrives in a complex system

Is locally enabled

Key Concept: Education

We have a clearly defined and articulated learning model that is understood by all teaching staff. This model of the learning process uses the concepts of Working Memory and Long-Term Memory. It draws on ideas from Cognitive Load Theory and the work of Daniel Willingham.



Key Concept: Every Child Succeeds

We believe individual development is well explained using Maslow; that an individual grows in an ecosystem and can be interpreted using Bronfenbrenner's work, and that we are interdependent.

We believe that to enable our children to live a life of opportunity, we need to understand what true inclusion means. To us, our model is based on Maslow's hierarchy of needs and the Bronfenbrenner's ecology of inclusive education.

Microsystem

Child
- sleep well
- eat breakfast
- Follow school rules and routines
- attend school regularly

Family
- healthy sleep patterns
- nutritional diet including breakfast
- Online safety parental controls
- adequate housing
- clean clothing
- Support school policies
- Protect from dangers
- attend medical appointments
- Ensure attendance is good

School
- Behaviour, Health and Safety, Accessibility, Safeguarding, Supporting Pupils with Medical Conditions and Anti-Bullying Policy
- Online Safety lessons and workshops for parents/carers
- Early Help support
- First Aid trained staff
- Attendance Engagement Officer and Attendance Policy
- Nutritional lunches and free breakfast
- Foodbank support
- Wrap around care

Mesosystem
- We endeavour to provide a safe and welcoming environment for pupils and their families.
- We listen to our pupils and families and take seriously what they tell us.
- We work in partnership with other agencies such as CAMHs and Early Help

Macrosystem
- Keeping Children Safe in Education
- Teacher Standards
- Devon and Plymouth Children's Social Services
- 0-25 SEND Team
- Virtual School

Our Benefits

A critical part of our People Strategy is to ensure that we welcome and retain our great employees and ensure that they are supported both at home and at work.

When you join our Ted Wragg family we are here for you every step of the way. Here are some of the benefits we offer:

- Exceptional development and networking opportunities
- Cost of blue light cards can be claimed through expenses
- Free annual flu jab, eye test and allowance for glasses
- Exclusive discounts, cashback and vouchers
- Free, confidential employee helpline. Available 24-7 through Health Assured
- Access to Wisdom app to support your mental health
- Up to 10% off all Pure Gyms
- up to the value of £2,000.
- Up to 2 days paid emergency time off for dependants
- Generous public sector pension schemes for all staff
- Timetabled instructional coaching for all teachers
- Family friendly policies and flexible working opportunities

Our Trust Journey

Professor Ted Wragg, in whose memory the Ted Wragg Trust is named, was passionate about how education can transform young people's futures.

18
Total number of schools
(Mar 2025)

15,449
Total number of students
(Mar 2025)

2,196
Number of employees
(Mar 2025)

October 2013
Isca Academy

September 2015
Cranbrook Education Campus

May 2016
St James School

April 2017
Exwick Heights Primary School

March 2018
West Exe School

March 2019
Whipton Barton Infant and Nursery School
Whipton Barton Junior School

February 2020
St Luke's Church of England School

April 2020
Marine Academy Primary
Marine Academy Plymouth

January 2021
All Saints Academy Plymouth

February 2021
Queen Elizabeth's School

January 2022
Lipson Co-Operative Academy

March 2023
Sidmouth College

July 2023
Honiton Community College

September 2023
Matford Brook Academy

March 2025
Exmouth Community College

July 2024
Tor Bridge High