



EXAMINATIONS DATA MANAGER REQUIRED

Term Time + INSET days
8.30am to 12.30pm Monday to Friday
or

8.00am to 4.00pm - 3 full days
Pay Grade: DGS8 – (£30,404 to £33,752fte)

For an application form contact Michelle Bexley on
01322 223039, Ext 146
Or by email: mbexley@dartfordgrammarschool.org.uk

Closing Date: Friday 25th July 2025 at 9am
Interviews to take place as soon as possible
Start Date: 1 September 2025 or as soon after as possible

Due to retirement, we are seeking applications from an enthusiastic and committed professional, to manage all aspects of the monitoring and reporting of examination data. A good understanding of the examination process is essential, but IB experience is not a requirement.

Dartford Grammar School is a selective secondary academy for boys, which admits girls to its sixth form. There are six forms of entry to Year 7, and all of the students joining the school are from the top 25% of the ability range. The current roll is 1,535, including 618 in the sixth form.

The school buildings are on one main school site, with the playing fields a short walk away. The school accommodation is in a mixture of heritage and contemporary accommodation and includes the Becket Sports Centre and the Mick Jagger Performing Arts Centre.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An enhanced DBS check is required for all successful applicants.

Headmaster: Mr J C Metcalf BA MA

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