Belvidere School

BELONG • BELIEVE • SUCCEED



Exams and Data Officer

Application Pack

Belvidere Lane, Shrewsbury, SY2 5RJ

Tel: 01743 235073

www.belvidereschool.co.uk



Dear Applicant

Thank you for your interest in our vacancy for the post of **Exams and Data Officer**

In this pack you will find the following information:

- Advertisement
- Information about the school
- Job Description
- Person Specification
- Information on how to apply

I hope that you will find this information useful in compiling your application, but should you wish to discuss the position further, please don't hesitate to contact Kully Thandi, Business and Operations Manager, or myself, at the school. Visits to the school can also be arranged by contacting Kully Thandi.

In September 2024 we moved into a brand new school building, opening a new chapter in the life of Belvidere School. Our school values - Belong, Believe, Success - lie at the heart of everything we do. We work hard to ensure we provide the best education for all of our students, providing them with the keys to unlock a bright future. We believe that a significant contributory factor to the success of the school is staff collaboration, knowledge of our community and the care we show to every child .

"I'm very happy with my son's progress, he enjoys school and loves to learn. I'm very happy with the school and the education he receives. We are so proud of our daughter, her resilience has improved tremendously since being at Belvidere, as has her self-confidence so a HUGE thank you to all staff for helping her achieve this."

Parent

More information about the school and additional documentation can be accessed via our school website at www.belvidereschool.co.uk

Once again, thank you for your interest, and I look forward to receiving your application.

Mr Robin Rashid

Headteacher

Advertisement

EXAMS AND DATA OFFICER

PERMANENT, TERM TIME PLUS 5 DAYS

37.5 HOURS PER WEEK

SALARY GRADE 6: SCP 8-11 (£27,709 - £29,017) Pro-Rata

REQUIRED as soon as possible

Are you a highly organised, detail-oriented professional who thrives in a fast-paced environment where accuracy and compliance are paramount?

We are seeking an exceptional Exams and Data Officer to join our dedicated support team. This is a pivotal role within the school, ensuring the smooth administration of both internal and external examinations while providing accurate assessment and outcomes data to support the highest standards of teaching and learning.

The successful candidate will lead all aspects of examination administration, ensuring full compliance with JCQ regulations and awarding body requirements. They will coordinate examination timetables, organise and deploy invigilators, oversee examination materials and results processes, and work closely with the SENDCo to ensure appropriate examination access arrangements are in place for all eligible students. Alongside examinations, the role will involve the management, analysis and reporting of assessment and performance data to support school improvement and strategic decision-making.

We are looking for someone who:

- Has outstanding organisational and administrative skills.
- Maintains exceptional attention to detail and accuracy.
- Can work effectively under pressure and meet strict deadlines.
- Has excellent ICT skills, including Microsoft Excel and, ideally, school MIS systems.
- Is able to build positive relationships with staff, students, parents and external agencies.
- Understands the importance of confidentiality and data security.
- Ideally has experience of examinations administration and/or data management within a school setting, however, training will be available for the successful candidate.

For further information and to access the application pack, please visit our website at www.belvidereschool.co.uk.

Visits to the school are welcomed. Please get in touch with us should you wish to see us prior to applying. (Email: *recruitment@belvidereschool.co.uk*)

Closing date: noon on Monday 23rd November 2026, with interviews scheduled to week commencing 30th November 2026

Belvidere School is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. The post is subject to an Enhanced Disclosure from the Disclosure and Barring Service (DBS). Please note that an online search will be undertaken as part of due diligence checks during the shortlisting process.



Belvidere School serves the local community on the East side of Shrewsbury, County Town of Shropshire. We have a truly comprehensive intake, and almost all of our students walk to school. There are approximately 850 students on roll.

Belvidere School is situated in the historic town of Shrewsbury, in the beautiful county of Shropshire, a short distance from the Welsh border, but with excellent motorway and rail links to the West Midlands and beyond.

We are very much a school of choice with local parents, and the school has been oversubscribed for many years.

" Sincere thanks for all that the school and individual people have done to make both my daughters' school lives mostly joyful, eternally memorable and shaping both their minds and futures in ways we can all only begin to guess at, especially this year with respect for all that you have done for them. Thank you, thank you, thank you." Parent

Visitors to Belvidere School always comment on the warm, positive, friendly welcome, and the calm purposeful working atmosphere in the school. We believe this is essential in ensuring our students make the excellent progress that they achieve.

We have a clear commitment to the continuing professional development of all staff. Throughout the year, teaching staff are involved in a variety of CPD sessions, closely linked with our Appraisal procedures, and the school's development. This enables colleagues from different subject areas to work closely together on areas of identified need. We recognise that we have a range of experience and expertise within the staff and therefore the sessions are delivered by a variety of different people, sharing good practice throughout the school.

We are very proud of our school, and hope you will feel inspired to want to join our success story. We also have the exciting prospect of moving into a completely new school building in the coming months .

"Thank you for your support as a school. I know my children are in a good place in Belvidere and both doing well and that you are working hard as a school to meet all the year groups provision academically and pastorally. Well done to your staff for their hard work and dedication."

Parent

Job Description

Job Title: Exams and Data Officer
Responsible to: Deputy Headteacher

Purpose of the Role

- To manage the effective administration of all internal and external examinations, ensuring compliance with Joint Council for Qualifications (JCQ) regulations and awarding body requirements.
- To manage, maintain and analyse student assessment and outcomes data
- To provide accurate information and reports to support student achievement, school improvement and statutory requirements.

Key Responsibilities

Examinations Management

- Lead and coordinate all aspects of internal and external examination administration.
- Ensure full compliance with JCQ regulations and awarding body requirements.
- Prepare and manage examination entries, amendments and withdrawals.
- Coordinate examination timetables and room allocations.
- Produce seating plans and candidate information.
- Receive, check, store and distribute confidential examination materials securely.
- Manage examination days and oversee the dispatch of examination scripts.
- Administer post-results services and manage examination certificates.
- Attend school as required during results days.

Invigilation Oversight

- Produce invigilation timetables and deployment schedules.
- Ensure invigilators receive appropriate training and updates.

SEND and Access Arrangements

- Work closely with the SENDCo to ensure appropriate examination access arrangements are identified and implemented.
- Maintain accurate records relating to access arrangements.
- Process applications for access arrangements and special consideration.

Data Management and Analysis

- Manage examination and assessment data within the school's MIS and assessment platforms.
- Import, validate and maintain student assessment and outcomes data.
- Produce reports for senior leaders, governors and staff.
- Support the collection, analysis and interpretation of attainment and progress data.
- Monitor data quality and ensure accuracy across systems.

Communication and Liaison

- Act as the primary point of contact with examination boards and awarding organisations.
- Liaise effectively with staff, students and parents regarding examination arrangements.

Person Specification

Essential Criteria

Qualifications

GCSE English and Mathematics at Grade 4/C or above (or equivalent qualifications)

Experience

- Experience of administration within a busy environment.
- Experience of working with large datasets and maintaining accurate records.
- Experience of using Microsoft Office applications, particularly Excel.
- Experience of working to strict deadlines.

Knowledge

- Excellent understanding of data management and confidentiality requirements.
- Knowledge of GDPR and data protection principles.

Skills and Abilities

- Exceptional organisational skills.
- Excellent attention to detail.
- Strong numerical and analytical skills.
- Excellent written and verbal communication skills.
- Ability to maintain confidentiality.
- Strong ICT skills.

Personal Qualities

- Professional and trustworthy.
- Calm under pressure.
- Flexible and adaptable.
- Proactive and solution-focused.
- Committed to safeguarding and promoting the welfare of children.

Desirable Criteria

- Relevant qualification in administration, data management or examinations administration.
- Previous experience as an Exams Officer or Data Officer in a school.
- Experience of using Arbor, Go 4 Schools, or equivalent MIS systems.
- Experience of working with invigilators.
- Knowledge of JCQ regulations and examination access arrangements.
- Advanced Excel skills including data analysis and reporting.

How to Apply

Applications should be made on the official application form which can be found by clicking here.

You may wish to support your application with a letter of no more than two sides of A4, in place of the Further Details section on the form.

Please note, we cannot accept CVs

Closing date: noon on Monday 23rd November 2026, with interviews scheduled to week commencing 30th November 2026

Interviews planned shortly thereafter. If you have not heard from us within three weeks of the closing date, please assume that your application has been unsuccessful at this time.

You can send your application via:

Email to: **recruitment@belvidereschool.co.uk**

Post to: **Mrs K Thandi, Belvidere School, Belvidere Lane, Shrewsbury, Shropshire, SY2 5RJ**

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"I'm so grateful for the wonderful teachers at Belvidere and all the time, care and hard work they have invested in my children." Parent

"My son has had a wonderful school experience at Belvidere - be it theatre trips, excursions to France, visiting the World War 1 trenches, Berlin, Sports Days, the amazing school productions, music performances. The list is seemingly endless. We are very grateful for all of the experiences that Belvidere has offered to him, and we recognise that this is completely above and beyond the important work carried out in the classroom."
Parent