Job Title: Exams and Data Officer
Hours: Full Time
WPY: 43.6 + 5 days
Grade and SCP: Grade 6 SCP (8-11)
Salary: £27,709 - £29,071 FTE
Contract Type: Permanent
Workplace: Belvidere School, Belvidere Lane, Shrewsbury, SY2 5RJ
START DATE: December 2026 or as soon as possible thereafter

TrustEd Schools is a Shropshire multi-academy trust looking after a family of local schools, consisting of 5 secondaries and 4 primaries. We are a professional and friendly trust committed to raising pupils' aspirations so that all young people reach their fullest potential and achieve the success they want for themselves.

Main outline of the job

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.

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.
- Will adhere to all school policies and procedures, including those related to safeguarding
- Is willing to carry out any other duties as reasonably directed by the Headteacher

Application process

- Full details of the role and application process are available from the school's website www.belvidereschool.co.uk If you feel you have the qualities to complement our existing team, then we would love to hear from you. **Please note CVs will not be accepted**.
- The closing date for all applications is 9am **Monday 23rd November 2026**
- Interviews will take place week commencing 30th November 2026. An email will be sent, or telephone call will be made to shortlisted candidates with details of the interview process. If you have not heard from us within three weeks of the closing date, please assume your application has been unsuccessful.
- Completed application forms should be returned by email to recruitment@belvidereschool.co.uk by the closing date.
- The appointment is subject to satisfactory pre-employment clearances including references, medical clearance and an enhanced DBS Disclosure under the "Rehabilitation of Offenders Act 1974". Further details regarding this check are available by visiting www.dbs.gov.uk. This Trust is committed to safeguarding and promoting the welfare of children and young people/vulnerable adults and expects all staff and volunteers to share this commitment. Please note that an online search will be undertaken as part of due diligence checks during the shortlisting process.