



Beamont Collegiate  
Academy

8<sup>th</sup> October 2025

# Exams & Data Officer

Job Description and  
Person Specification



'I can, I do & I will be!'

## POST OVERVIEW

### Exams and Data Officer

Beamont Collegiate Academy is seeking to appoint a highly organised, detail-oriented **Exams and Data Officer** to join our dedicated exams support team on a 12-month maternity cover. This is a key role within the academy, responsible for the effective administration of all aspects of internal and external examinations, and the management of student data to support school improvement.

The successful candidate will have previous experience working in a busy office environment and have excellent interpersonal and relationship management skills and must be proficient in MS Office applications and other online platforms. Previous experience of working in an educational setting would be an advantage.

The successful candidate will be required to apply for an enhanced DBS Certificate from the Disclosure & Barring Service. Details can be found on <https://www.gov.uk/disclosure-barring-service-check>.

#### Terms and Benefits

- 1) Salary: TCAT Support Staff Scale – Grade 6 SCP 15-22 (Salary: £27,150 - £30,474)
- 2) 37 hours per week / Full Time / TTO plus 15 days (41 weeks) / 12 months Maternity Cover
- 3) Eligible for Local Government Pension Scheme (Cheshire Pension Fund Scheme)
- 4) Occupational Sick Pay Scheme (entitlements based on service)
- 5) Access to TCAT+ our Reward, Recognition and Wellbeing offer including access to retailer discounts and benefits, Cycle to Work scheme, Car Benefit Scheme, Smart Tech Pack, and online resources to support physical, emotional, professional, financial and social wellbeing.
- 6) Training and development opportunities / CPD
- 7) Any other benefits.

Applications should be returned, only using the application form provided, to [recruitment@bcawarrington.org.uk](mailto:recruitment@bcawarrington.org.uk) by the closing date of Wednesday 9am, 22<sup>nd</sup> October 2025.

Start Date: 1<sup>st</sup> December 2025

Interview date to confirmed.

## POST DETAILS

<b>Location:</b>	<b>Beamont Collegiate Academy</b>
<b>Job title:</b>	<b>Exams and Data Officer</b>
<b>Salary:</b>	TCAT Support Staff Scale Grade 6 SCP 15-22 (Salary: £27,150 - £30,474)
<b>Hours of Work:</b>	37 hours per week / Full Time / TTO plus 15 days (41 weeks) 12 months maternity cover
<b>Reporting to:</b>	Designated SLT Member
<b>Responsible for:</b>	Administration of all aspects of internal and external examinations, and the management of student data to support school improvement.
<b>Job purpose:</b>	The Exams and Data Officer holds overall responsibility for the efficient planning, administration, and compliance of all internal and external examinations, as well as the collection, management, and analysis of student performance data across the academy. This includes ensuring all assessment and examination processes meet regulatory standards, managing key data systems to support academic tracking and reporting, and providing accurate, timely information to staff, students, and external agencies to drive educational outcomes and school improvement. The role requires close collaboration with senior leaders, curriculum teams, and examination boards, as well as a strong commitment to data integrity, confidentiality, and operational excellence.
<b>Professional Conduct</b>	<ul style="list-style-type: none"> <li>• To ensure that visitors, staff and students receive an excellent level of administrative support and reception services at all times.</li> <li>• Treat pupils and staff with dignity, building relationships rooted in mutual respect and at all times observing proper boundaries appropriate to professional position.</li> <li>• Having regard to the need to safeguard pupils' wellbeing in accordance with statutory provisions.</li> <li>• Show tolerance of and respect for the rights of others.</li> </ul>

	<ul style="list-style-type: none"> <li>• Do not undermine fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs.</li> <li>• Ensure that personal beliefs are not expressed in ways which exploit pupils' vulnerability or might lead them to break the law.</li> </ul>
<b>General Responsibilities</b>	<ul style="list-style-type: none"> <li>• To support Academy activities, attending appropriate Academy events.</li> <li>• General housekeeping</li> <li>• Any other duties deemed reasonable, as directed by the principal.</li> <li>• To work consistently to uphold Academy's aims.</li> <li>• To work in a co-operative and polite manner with all stakeholders.</li> <li>• To work with student s and parents in a courteous, positive, caring and responsible manner at all times.</li> <li>• To take an active and positive role in the Academy's commitment to developing staff, and the annual review procedures.</li> <li>• To work with visitors to the Academy in such a way that it enhances the reputation of the Academy.</li> <li>• To seek to improve the quality of the Academy's service.</li> <li>• To present oneself in a professional way that is consistent with the values and expectations of the Academy.</li> </ul>

## JOB DESCRIPTION

### Overall Remit, Duties and Responsibilities

- To oversee and support Arbor modules for use throughout the academy
- To collate and upload statistical returns to the DfE, LA and Academy Trust and other government agencies.
- To maintain the school's data and curriculum management information systems
- To support the Leadership Team by providing effective and efficient management of Arbor-related tasks.
- To manage the processes of data collection of students, including assessment and reporting at the academy as directed
- To support the Leadership Team by providing effective and efficient management of all internal and external examinations, including management of coursework, examination administration and liaison with all examination boards and the JCQ.

### Job Description

- To manage all ARBOR accounts for the academy
- To manage the accurate upload of staff timetables
- To perform ARBOR related End of Year Procedures
- To manage the collation of Census data and upload to DfE keeping to scheduled deadlines
- The effective management of ARBOR held student information relating to timetabled groups, assessment, examinations and on-line tests
- Establishment and maintenance of all files related to internal and external student performance data
- Coordination and production of student reports to parents
- To effectively manage and coordinate all activities relating to the management of internal and external examinations
- To liaise closely with subject leaders regarding the requirements for internal and external examinations
- To coordinate, deploy and train examination invigilators on an ongoing basis
- To ensure all paperwork and administration relating to external examinations and coursework is processed correctly and in line with deadlines
- To ensure all subject leaders are kept informed of all examination board requirements and key dates
- To ensure examinations are managed in line with JCQ regulations
- To work closely with the Vice Principal to ensure the effective and timely upload and distribution of examination results
- To work under the direction of the Assistant Principal in the maintenance of NOVA T6 for the academy timetable.

- Delivery of ARBOR related training to teaching and support colleagues

#### **Specific Arbor duties:**

- To co-ordinate the collection for statistical returns for the DfE and LA
- To ensure the smooth and accurate transition of End of Year Procedures
- To support the set-up and maintenance of ARBOR Activities module
- To ensure the accurate maintenance of student enrolment. Providing up-to-date reports of student migration
- To create and manage the Pre-Admission Groups
- To create all staff ARBOR accounts with relevant access rights
- To maintain and update Class Charts
- To maintain the academy timetable under the supervision of the Assistant Principal

#### **Specific Assessment and Data Collection duties:**

- To manage ARBOR held student information related to timetabled groups, assessment, examinations and on line tests
- To establish and maintain all files related to internal and external student performance data
- To provide attainment data for teachers, HoDs and SLT.
- To implement the data collection processes as part of the assessment and reporting calendar.
- To ensure all mark sheets are completed by staff in accordance with assessment calendar
- To set up and manage systems for tracking the progress of pupils at each key stage.
- To manage the printing and distribution of student reports to parents
- To manage reports for tracking of student progress, examination and assessment data
- Responsible for ensuring all mark sheets are created in time for staff to complete in accordance with assessment calendar
- To ensure the timely upload of attainment data to analytical software 4Matrix
- To use 4Matrix to produce reports for SLT, HoDs, teachers and Governors.

#### **Specific Examinations duties:**

- To provide an efficient and effective service for the organisation and administration of exams.
- To work with the relevant staff in arrangements for pre-examination warm ups and preparation etc.
- To ensure compliance with examination procedures and regulations including storage and management of examination papers
- To liaise with staff, examination boards and other agencies as required.

- To schedule and coordinate the management of internal examinations
- To organise and attend examination results days.
- To prepare and monitor examinations budget and prepare financial reports on examination costs

**General Duties:**

- To support Academy activities, attending appropriate Academy events.
- General housekeeping
- Any other duties deemed reasonable, as directed by the Principal.

**General Responsibilities of all Beamont Collegiate Academy Support Staff:**

- a) To work consistently to uphold Academy's aims.
- b) To work in a co-operative and polite manner with all stakeholders.
- c) To work with students and parents in a courteous, positive, caring and responsible manner at all times.
- d) To take an active and positive role in the Academy's commitment to developing staff, and the annual review procedures.
- e) To work with visitors to the Academy in such a way that it enhances the reputation of the Academy.
- f) To seek to improve the quality of the Academy's service.
- g) To present oneself in a professional way that is consistent with the values and expectations of the Academy.

## PERSON SPECIFICATION

Criteria		Essential	Desirable	Assessment Method
<b>Relevant experience</b>				
1	Working as an administrator with good ICT skills including a knowledge of Microsoft Word and Excel and Arbor system (or similar platform).	x		A
2	Experience of working within education setting, in a similar role.		x	A/I
3	Supervisory or managerial experience.	x		A/I
4	Interpersonal skills, team and relationship management skills – managing team, dealing with staff, colleagues and outside agencies.	x		
5	Experience on planning, organising and managing a complex workload.	x		
6	Knowledge and awareness of GDPR requirements and regulations.		x	A/I
7	Experience in setting and working towards targets and deadlines.	x		A/I
<b>Qualifications</b>				
8	Numeracy and Literacy to at least Level 2 (GCSE or equivalent).	x		A
9	NVQ Business admin related qualification		x	



10	Willingness to undertake CPD courses or other skills-based training, first aid and other health and safety courses to support the school's commitment to health and safety.	x		
<b>Knowledge and Understanding</b>				
11	Ability to communicate effectively at all levels both verbally and in writing and to produce high quality correspondence.	x		A/I
12	Ability to work under pressure, to manage workload and conflicting priorities for themselves and the admin team.	x		A/I
13	Proactive and a 'can do' attitude to problem solving.	x		A/I
14	Able to work in, manage and organise teams, delegating where necessary.	x		
15	Ability to set focused staff appraisal targets.	x		
<b>Competencies</b>				
16	Strong organisation and prioritisation skills.	x		A/I
17	Communicate clearly, accurately and helpfully with staff, students, parents, visitors and contractors, and handle all enquiries in a professional manner.	x		A/I
18	Work effectively and efficiently under pressure.	x		A/I
19	Willingness to be flexible with working hours to respond to the needs of the school.		x	A/I
20	Willingness to undergo further administrative training, when appropriate.	x		A/I

21	Good communication skills, orally and written.	x		A/I
22	Ability to manage a team and work well as part of a team; to build trust and openness.	x		A/I
23	Discretion, courtesy, honesty and integrity.	x		A/I
24	Reliable, punctual and diligent.	x		A/I
25	Commitment to safeguarding and the welfare of pupils.	x		A/I
26	Willingness to be involved in the wider life of the school.		x	A/I
<b>Commitment to Equal Opportunities</b>				
27	Understanding of and commitment to the principles and practice of equality, diversity and inclusion, both in relation to employment issues and to service delivery	x		A/I

Key: A = Application; I = Interview; T = Task

**NOTE TO APPLICANTS:**

Whilst all points on the specification are important, those marked as 'essential' are the key requirements for the role. You should pay particular attention to these points and provide evidence of meeting them. Failure to do so may mean that you will not be invited for interview.