



Dyson Perrins

CHURCH OF ENGLAND ACADEMY

LIFE IN ALL ITS FULLNESS

BRIEF FOR THE POSITION OF EXAMINATIONS AND DATA OFFICER



DYSON PERRINS CHURCH OF ENGLAND ACADEMY

Our Mission:

A Christian school which enables all students, regardless of beliefs, abilities or background, to reach their potential and flourish. 'Life in all its fullness' John 10:10.

Our Vision:

- To deliver academic excellence every day.
- To enable character development and personal growth.
- To provide extra-ordinary experiences that create life-long memories.
- To create a supportive and happy learning community with a sense of togetherness
- To work in effective partnerships to have a positive influence across our community.

Our School values:

Belief

Trust

Resilience

Challenge

Dear Applicant,

Thank you for showing an interest in joining Dyson Perrins.

This is an exciting opportunity and your contribution will help improve the life chances of our young people. Our students are wonderful and deserve the very best. You will join a supportive, committed and highly talented staff team who share high ambitions for our students. You will need to bring a sense of energy, a desire to continually improve and share our commitment to raising the achievement of every student. In return we will invest in your professional development and offer opportunities for further career development in the future.

"Pupils are happy and feel safe at this inclusive school. Leaders have created a culture in school which celebrates difference. As a result, pupils are respectful and welcoming to all. Staff have high expectations for pupils in all aspects of school life." Ofsted, June 2023.

Equality and diversity are important to us and we welcome applications from candidates regardless of age, disability, gender identity, sexual orientation, pregnancy, marital status, religion, belief, or race. Dyson Perrins is a Church of England Academy so applicants should be in sympathy with the aims and philosophy of a Church School and willing to lead through our Christian values of belief, trust, challenge and resilience.

I hope you have been inspired to apply and I look forward to reading your application. We are happy to offer informal visits to the school so please do get in contact with any questions, for a conversation about the post or to arrange a visit.

Best wishes with your application.

Mike Gunston
Headteacher



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Examinations & Data Officer

Start date – September 2026 or as soon as possible afterwards.

Hours 37 hours per week, term time (including TE Days) plus 10 days during school holidays.

Salary: FTE £28,598 to £31,022, Actual salary £25,009 to £27,130

We are seeking a highly organised, efficient and committed colleague to join our support staff team as Examinations and Data Officer. You will be responsible for organisation and smooth delivery of all external examinations and internal assessments, ensuring full compliance with JCQ and awarding body regulations, requiring working in close partnership with members of the school's leadership team, and SENDCo. Your approach will also require confidence and empathy in managing our students, providing support and encouragement. You will need to be solution-focussed, strong at problem-solving and able to meet deadlines, all while able to work flexibly within the context of a busy school environment.

You may have experience of a similar role in a school or education environment or may have relevant administrative skills from other sectors. You will be supported through a full induction and training programme.

The successful candidate will be:

- Ambitious for all young people
- Committed to inclusion and supporting young people to overcome any barriers to learning
- Committed to professional development and continual improvement
- Willing to uphold our Christian values of trust, belief, challenge and resilience.

Dyson Perrins is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. If successful for this position you will be expected to apply for an enhanced disclosure from the Disclosure and Barring Service before appointment is confirmed. References will be sought on shortlisted candidates before interview. Online checks of candidates will be made prior to appointment.

We strive to be an Employer of Choice and are committed to the wellbeing and development of our colleagues. You will join a supportive, warm and friendly community. We reserve the right to close this vacancy early if we receive suitable strong applications. If you are interested in working with us, please apply without delay.

For a confidential discussion about this post, more information or to arrange a visit, please contact our HR team.

Email: HR@dysonperrins.co.uk

Telephone: 01684 564751

Application forms can be found at MYNEWTTERM or on our website using the following link.

<https://www.dysonperrins.worcs.sch.uk/about-us/work-for-us>

Thank you for your interest in Dyson Perrins Church of England Academy, we look forward to receiving your application form.



JOB DESCRIPTION

Salary: FTE £28,598 to £31,022, Actual salary £25,009 to £27,130

Hours: 37 hours per week, typically worked 8.30-16.30 with flexibility during exam periods. Term-time (incl. 5 staff training days) plus 10 days during school holidays.

Reporting to: Business Manager

Line management: Exam Invigilators

Main Duties and Responsibilities:

Manage the Organisation of Examinations

- To ensure all exam arrangements are compliant with JCQ and awarding body requirements.
- Determine the number of invigilators required for each examination session, in line with national regulations and organise staffing arrangements.
- Recruit, train and manage the team of invigilators.
- Devise and maintain systems for the identification of candidates.
- Arrange for sufficient and appropriate examination rooms in accordance with national regulations.
- Arrange for examination desks and chairs to be set out.
- Be responsible for the receipt, checking and arranging for secure storage of examination papers received from examination bodies.
- Ensure that sufficient supplies of examination stationery are available.
- Co-ordinate the distribution of examination materials to individual examination rooms.
- Co-ordinate the checking of completed examination scripts and dispatch to examiners within specified deadlines.
- Liaise with subject leaders with regard to the collection of non-examined assessment marks and their dispatch to examination boards within externally set deadlines.
- Be responsible for the receipt of examination results and to make arrangements for distribution to candidates, senior staff and departments, maintaining accuracy and confidentiality.
- Check all examination fees and charges.
- Meet with the Exam Inspector and provide all the necessary information required.
- Manage requests for remarks.
- Ensure all exam related policies are in place and up to date.

Support for Pupils with Additional Needs

- Be responsible for ensuring that candidates with special educational needs are not disadvantaged.
- Liaise with the Special Needs Co-ordinator, candidates and parents with regard to any special arrangements that may be required.
- Ensure that permissions are obtained from the examination boards and copies are available for inspection.
- Ensure that appropriate support/facilities are available to candidates for whom special arrangements have been made.
- Inform candidates of the arrangements made for them.
- Make suitable arrangements for students who may need to sit exams at home or in other centres.
- Conduct regular reviews of examination procedures, identifying areas for improvement and implementing necessary changes.
- Serve as the primary contact for candidates, addressing inquiries, providing information, and ensuring a positive experience throughout various assessments.



External Examinations

- Be responsible for informing external examination boards of examination entries, coursework marks and forecast grades.
- Register pupils undertaking vocational courses e.g. BTEC, OCR nationals.
- Liaise with subject leaders regarding candidate entries and registrations.
- Be aware of any financial or academic implications if deadlines set by the examination bodies are overrun.
- Where necessary, arrange for pupils who have studied a subject elsewhere, to sit their examination at school.
- Inform staff, candidates and parents of examination details, including timetables, venues and seating arrangements.
- Brief candidates on examination procedures and conduct.
- Identify possible examination clashes, make appropriate alternative arrangements that maintain the security of the examination and inform candidates of the changes.
- Answer queries from candidates, staff and parents regarding examination details.
- Maintain an overview of all regulations relating to public examinations, to attend appropriate meetings and to advise the Senior Leadership Team of changes required in the school's procedures.
- Liaise with the examination boards over any queries they may have with regard to entries, marks or results.
- Be aware of any computer-based examination data analysis modules and to use them effectively.
- Keep the Senior Leadership Team informed on the progress of examination entries and of any problems that have been identified.
- Report to the Headteacher and the examination board any suspected or confirmed breaches of the examination regulations.
- Keep under constant review examination procedures and to make recommendations to the Senior Leadership Team of potential improvements.

Internal Examinations

- In addition to many of the above points, the following aspects are also required:
- Liaise with subject leaders as to which subjects are to be examined, the length of the examination and the number of pupils involved.
- Prepare examination timetables.
- Allocate suitable rooms for the examinations, and liaise with staff affected.
- Arrange for sufficient invigilators (including teaching staff) to be present in each venue.

Data management

- To undertake the termly census and other statistical returns as may be required of the Academy.
- Check and distribute GCSE certificates, including preparation for results day and awards evening.
- Support timetabling arrangements, including rooming, class allocations and in-year adjustments.
- Maintaining academic student data on SIMS.
- Enrolling new students at start of academic year and mid-year enrolments.
- Importing and exporting CTF files for students joining/leaving.
- Managing curriculum changes (moving students from one class to another/working with colleagues to place students in sets etc).
- Manage Yr11 students accessing results via the DfE app.
- Managing timetable adjustments for intervention and revision.



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Other Duties

- To undertake such other duties, training and/or tasks as may be reasonably required.
- To undertake Health & Safety duties commensurate with the post and/or as detailed in the School Health & Safety Policy.

General Duties:

- To maintain personal and professional development to meet the changing demands of the job, participate in appropriate training activities and encourage and support staff in their development and training.
- To undertake such other duties, training and/or hours of work as may be reasonably required and which are consistent with the general level of responsibility of this job.

Additional Information

- The post holder is required to contribute to and support the overall aims and ethos of the school. All staff are required to participate in training and other learning activities, and in performance management and development as required by the school's policies and procedures

Person Specification

	Essential	Desirable
Knowledge & Experience		
A skilled and experienced and highly organised administrator.	✓	
A good general standard of A-Level or equivalent education, with level 2 qualifications to at least GCSE Level Grade 4/C in English and Maths.	✓	
Proven experience in the administration and coordination of UK assessments from awarding bodies such as AQA, Edexcel, Pearson, and OCR.		✓
Knowledge of JCQ examination requirements.		✓
Previous experience in a similar education role.		✓
Experience of data protection.		✓
Clear understanding of safeguarding procedures		✓
Effective use of relevant ICT packages e.g MiS/SIMS, Nova, MS office	✓	
Line managing colleagues.		✓
Skills & Abilities		
Strong communication and interpersonal skills, with the ability to work both in a team and independently.	✓	
Ability to meet deadlines.	✓	
Ability to communicate clearly and sensitively with children and adults	✓	
Ability to support children who may be unwell, understanding the importance of physical and emotional wellbeing	✓	
Ability to establish rapport and respectful and trusting relationships with students, staff and other professionals.	✓	
Ability to provide timely and accurate information	✓	
Flexible in approach to all work undertaken	✓	
Ability to complete and maintain accurate manual and computerised records	✓	
Good literacy and numeracy skills	✓	
Ability to adhere to working procedures and policies within the school environment	✓	
Personal Qualities		
Enthusiasm and a positive outlook	✓	
An open and friendly personality, willing attitude and intelligent approach to tasks.	✓	
Well organised, energetic and self-motivated	✓	
Calm under pressure, ability to work in an open plan office	✓	
Reliability and integrity	✓	
A sense of humour	✓	
Be prepared to develop and learn in the role and undertake training as and when required	✓	

Notes

- The job description allocates duties and responsibilities. It does not direct the particular amount of time to be spent in carrying them out and no part of it may be so construed. In allocating time to the performance of duties and responsibilities, the post holder will have regard to the needs and priorities of the school.
- The job description is not a comprehensive definition of the post and you may be required to undertake such tasks appropriate to the level of appointment as the line manager may reasonably require. It may be reviewed annually or earlier if necessary. You may discuss your job description with your line manager or the Headteacher at any arranged time.



Staff Benefits:

- A supportive and caring community
- Excellent CPD opportunities and career progression/ Professional development of support staff
- Weekly one to one coaching for teaching staff
- Centralised behaviour systems
- Employer Contributions to Teachers Pension Scheme or Local Government Pension Scheme
- Employee Assistance Programme for free and confidential advice
- Family friendly working arrangements and policies
- Eye Care Voucher scheme / Annual Flu Vaccination
- Free parking
- Member of Dyson Perrins Staff Association
- Laptop available for staff for business use
- Mental health and well-being support

Our Commitment to Safeguarding:

Dyson Perrins Church of England Academy is committed to safeguarding and promoting the welfare of children and young people and expects staff and volunteers to share this commitment.

An offer of employment will be conditional until an Enhanced DBS and medical clearance have been received. References will include your most recent employer and may be sought prior to interview. Any offer of employment will be conditional on the receipt of at least two satisfactory references.

