

Job Advert – Data Analyst, Admissions and Exams Administrator

Salary range:	Scale 5 and spinal point 12 £30, 899 to spinal point 17 £33, 323 Inc. London weighting per annum
Contract:	Permanent
Hours of work:	36 hours per week
Weeks per year:	52 weeks

Aspire | Commit | Succeed

We are a split-site school, with a short walk of approximately 8 minutes between sites, and on-site parking is available.

The role

This is a vital role in ensuring the smooth day-to-day running of the school. The core purpose of a support role is to assist in the delivery of high-quality education by supporting students, teachers, and the wider school community.

The successful candidate will support the Exams Officer during internal and external examination periods, assisting with the administration, organisation, and smooth running of examinations. Outside of these periods, they will provide support to the Data and Admissions team, undertaking a range of administrative duties and contributing to key operational activities, whilst still supporting the Exams Officer. Their cross-functional expertise will provide valuable additional capacity during peak times, enabling them to effectively support the preparation, delivery, and completion of examinations while also assisting with wider data and admissions processes throughout the year.

The Person

We are looking for a dedicated and enthusiastic individual to join our support staff team—someone who is committed to helping students thrive and who enjoys working as part of a collaborative and supportive environment.

The ideal candidate will have:

- A genuine passion for supporting young people in their learning and development

- A commitment to inclusive, student-focused education
- Strong communication and organisational skills
- A flexible, proactive, and positive attitude
- The ability to work effectively both independently and as part of a team

This is a fantastic opportunity to play a key role in the daily life of the school and to make a real difference in the lives of our students.

We are looking for a hardworking, committed and enthusiastic colleague to join our Data, Exams and Admissions Team. Knowledge or experience of school data and exam systems, such as Bromcom and Microsoft programmes, is desirable but training will be provided. The successful candidate will be highly data literate with the ability to manipulate data using spreadsheets. Attention to detail in the work with accuracy and precision is vital in the role.

What We Offer

As part of our commitment to staff wellbeing and development, we offer a comprehensive benefits package, including:

- Extensive CPD and professional growth opportunities
- Employee Assistance Programme
- Cashback Health Benefits
- Cycle to Work Scheme
- Pension Scheme
- Opportunities for progression and leadership

Supplementary Information

- Applicants who have applied for this post in the last 6 months need not apply.
- We are committed to safer recruitment and to safeguarding and promoting the welfare of children and young people, and expect all staff and volunteers to share this commitment. We welcome applications from all sections of the community.
- The successful candidate(s) will be required to undertake an Enhanced and Barred Disclosure and Barring Service (DBS) check and register the DBS on the Update Service.
- Please note: CVs will not be considered as part of your application.
- Applicants may be contacted for a brief pre-screening call as part of our interview process to assess their suitability for the role.
- Only successful candidates will be notified. If you do not hear from us within 14 days of the closing date, please assume you have not been successful on this occasion.