

Buxton Community School



WELCOME TO BUXTON COMMUNITY SCHOOL



Welcome to our school, part of the Embark Federation.

We are proud to be part of a family of 29 schools across Derbyshire who believe that by working together we can create schools that stand out at the heart of their communities. Our Trust is guided by four core values – Family, Integrity, Teamwork and Success – which underpin everything we do and shape the experiences of both our students and staff.

At Buxton Community School, we are ambitious for every young person and every member of staff. We believe education should be academically rigorous, personally enriching and genuinely transformative. Our shared purpose across Embark is simple but powerful: Love Learning, Love Life.

Situated in the heart of the Peak District, Buxton Community School is a thriving and ambitious 11–18 secondary school serving over 900 students. As a key educational provider within our community, we are committed to delivering exceptional teaching, outstanding pastoral care and a broad curriculum that enables every young person to thrive from Key Stage 3 through to Sixth Form.

Our culture is built on high expectations, positive relationships and a commitment to ensuring that every student feels valued, supported and challenged. Through our core values of Ready, Respectful and Safe, we foster an environment where students develop confidence, character and the skills needed to succeed both in school and beyond.

In recent years, the school has undergone significant transformation. Strong leadership, a relentless focus on improvement and a commitment to educational excellence have resulted in sustained improvements in teaching, learning and student outcomes. We are proud of the progress we have made and excited about the next stage of our journey.

We are equally committed to creating a positive working environment for our staff. Staff wellbeing is a genuine priority, and we have deliberately structured our systems to support workload reduction, professional growth and a healthy work-life balance. This includes providing additional non-contact time above national expectations and investing in high-quality professional development at every stage of a colleague's career.

As we continue to strengthen our school, we are seeking colleagues who are passionate about their subject, committed to educational excellence and motivated by making a difference to the lives of young people. We are looking for individuals who bring energy, positivity and ambition; professionals who want to be part of a supportive team that is determined to provide the very best educational experience for every student.

If you share our values, ambition and belief that every child deserves an exceptional education, we would be delighted to receive your application and welcome you to the Buxton Community School community.

We want the best for our staff and young people, and we will not let it get more complicated than that.

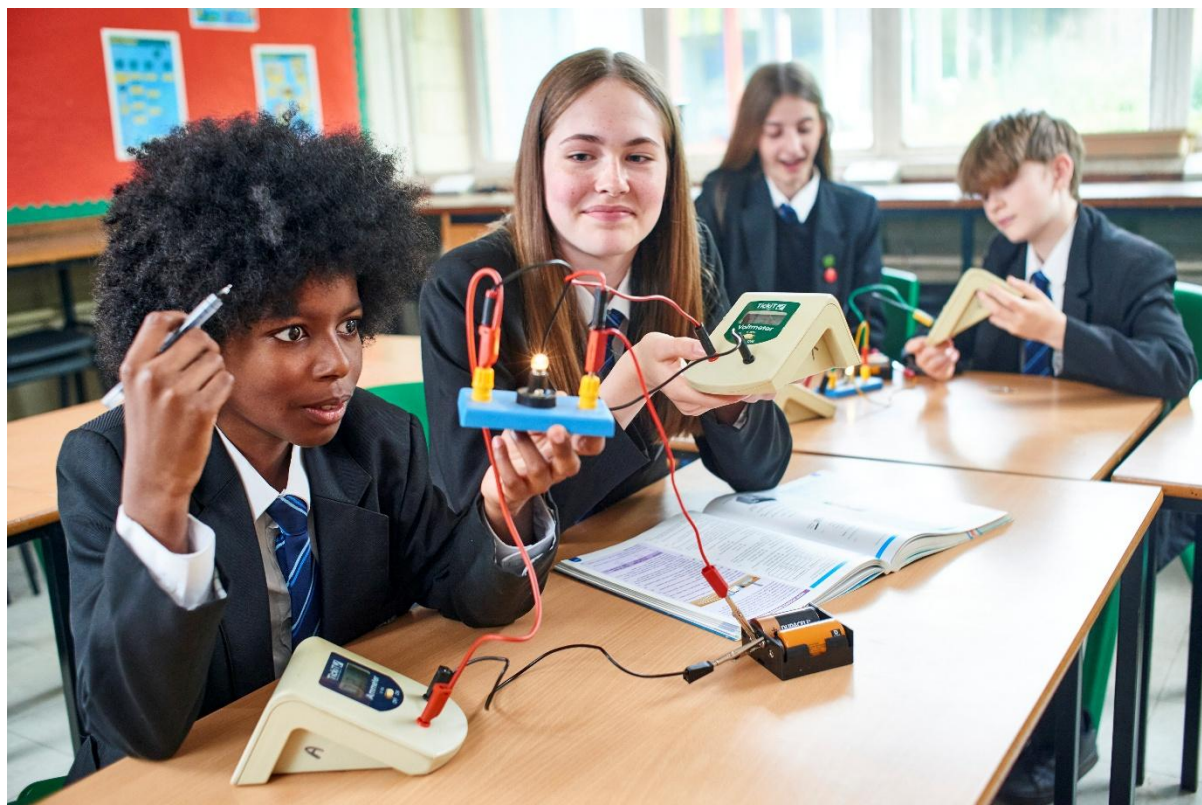
Mrs S Jones

Headteacher

The Role

Post Title:	School Business Assistant - Data and Exams
Grade:	6 (FTE £25,989 - £26,458)
Actual Salary:	£9,022
Contract Type:	12 Months Fixed Term
Weeks per Annum:	39 (Term time only)
Hours of Work:	15 Hours per week (plus training days and additional hours during examination periods as required.)
Responsible to:	Exams and Data Officer

This is an excellent opportunity for a motivated and organised individual to join our school as a School Business Assistant with responsibility for supporting data and examinations. Working closely with colleagues across the school, you will play a key role in maintaining accurate student information and supporting the successful delivery of examination and assessment processes that contribute to positive outcomes for students.



Job Description

Job Purpose:

The School Business Assistant - Data and Exams is a key administrative support role within the school, contributing to the effective management of student information, assessment data and examinations administration.

The postholder will support the Exams and Data Officer in maintaining accurate student records, administering school assessment and reporting systems, and ensuring the efficient delivery of internal and external examinations. The role requires a high degree of accuracy, organisation, confidentiality and compliance with examination and data protection regulations.

Purpose of the Role:

- To support the administration and maintenance of the school's Management Information System (MIS) and associated data systems.
- To assist in the collection, validation and reporting of assessment and student data to support student achievement and school improvement.
- To support the efficient administration of internal and external examinations in accordance with JCQ regulations and awarding body requirements.

Main Duties and Responsibilities:

Data Management and MIS Administration

- Support the maintenance and administration of the school's Management Information System (MIS) and associated learning platforms.
- Ensure student records are accurate, up to date and contain all required information.
- Input, import, export and update data within the MIS, maintaining high standards of accuracy and integrity.
- Assist in the production of student assessment and progress data reports.
- Support the generation and distribution of termly progress reports for students and parents/carers.
- Assist with the administration of the school's assessment and reporting systems to ensure data accuracy and adherence to deadlines.
- Support end-of-year data processing activities.
- Assist with statutory returns, including School Census and Workforce Census submissions where required.
- Produce data reports and information requested by colleagues to support student progress, attendance, safeguarding and school improvement.

Examinations Administration

- Support the effective administration of internal and external examinations in accordance with JCQ regulations and awarding body requirements.
- Assist with examination entries, registrations, timetabling and related administrative processes.
- Support the implementation of approved examination access arrangements for candidates.
- Assist with the scheduling and administration of invigilators, including the coordination of training arrangements where required.
- Support the day-to-day operation of examinations during examination periods.
- Support the secure handling, storage and distribution of examination materials and documentation.
- Maintain accurate examination records and ensure compliance with all regulatory requirements.

General Administrative Duties

- Provide administrative support to the Data and Examinations Office.
- Maintain confidentiality at all times and comply with data protection legislation, GDPR requirements and school policies.
- Contribute to the smooth running of administrative systems and processes across the school.
- Undertake any other duties commensurate with the grade and nature of the post as reasonably directed by the Exams and Data Officer or other senior leaders.

Other:

- 1) Carry out any other duties as directed by the Headteacher/Line Manager commensurate with the general level of responsibility of the post.
- 2) Whilst every effort has been made to explain the main duties and responsibilities for the post, each individual task undertaken may not be identified, especially in the context of a busy and growing school which requires flexibility in all of its employees.
- 3) To comply with the requirements of Health and Safety, other relevant legislation and school documentation and to understand and comply with the school's Equal Opportunities Policy.
- 4) All staff are expected to be courteous to colleagues and students and provide a welcoming environment to parents and other visitors.
- 5) Responsibility for the safeguarding of all young people.

Note: The Headteacher has a responsibility to revise and amend all job descriptions, as necessary. This will normally be by consultation and agreement with the postholder and, to this end, all job descriptions will be kept under regular mutual review.



Person Specification

Qualifications, Skills and Experience

Criteria	Essential	Desirable
Good standard of general education	✓	
Good level of administrative and office skills	✓	
Good ICT skills, including proficiency in Microsoft Office applications	✓	
Ability to coordinate activities and work effectively with colleagues and invigilators	✓	
Ability to work accurately and efficiently while adhering to policies, procedures and deadlines	✓	
Understanding of GDPR and data protection requirements	✓	
Previous experience of invigilating internal or external examinations		✓
Experience of working within a secondary school environment		✓
Experience of using school Management Information Systems (MIS)		✓
Knowledge and understanding of JCQ regulations and examination procedures		✓
Knowledge of secondary school assessment systems, including Key Stage 4		✓
Experience of handling student assessment and reporting data		✓

Personal Qualities

Essential

- Self-motivated with the ability to manage multiple tasks effectively.
- Ability to work under pressure and manage competing priorities.
- Strong organisational skills and attention to detail.
- Ability to solve problems and meet deadlines.
- Ability to relate to students in a positive, professional and supportive manner.
- Excellent verbal and written communication skills, with the ability to build effective working relationships with students, staff, parents/carers, governors and external partners.
- High levels of reliability, integrity and discretion.
- Ability to maintain confidentiality when handling sensitive information.
- Commitment to safeguarding and promoting the welfare of children and young people.

- Satisfactory Enhanced DBS clearance.

Desirable

- Ability to adapt quickly and effectively to changing priorities and circumstances.



The Application Process

If you are interested in applying for the role, please apply via My New Term.

Closing date for applications is Friday 11th September 2026

If you are short-listed for interview, you will be contacted in advance to discuss arrangements for the interview. Unfortunately, if you have not been contacted prior to the interview day, your application has not been successful on this occasion.

Buxton Community School is committed to safeguarding and the process of safer recruitment. As a result, this post is subject to an enhanced Disclosure and Barring Service check, and all shortlisted candidates will be expected to prove their identity at interview. The successful candidate will be expected to show original copies of qualifications and further proof of their identity.