



Exams and Data Administrator Harris CofE Academy

Central MAT Office
The Diocese of Coventry Multi Academy Trust
St James' C of E Academy
Barbridge Road
Bulkington
Bedworth CV2 9PF

**Candidate
Information**
**Exams and Data
Administrator**

Together, pursuing life in all its fullness

Our Trust

Thank you for your interest in joining The Diocese of Coventry Multi Academy Trust, we are delighted to provide you with an application pack. It is hoped that the information provided will be of interest and will help you to begin your journey with us.

The Diocese of Coventry Multi Academy Trust was incorporated in 2013 and is one of over 2,500 Multi Academy Trusts in England. The trust is now home to twenty-two academies spread across the Diocese of Coventry. This scale makes us one of the 100 largest Multi Academy Trusts in the country.

Our vision, “together, pursuing life in all its fullness”, is based on John 10:10 and reflects the Church of England’s vision for education. You will see this come to life in all of our academies every day. We offer a vision of human flourishing for all, one that embraces excellence and academic rigour, but sets them in a wider framework. We offer opportunities for children to realise their God given potential and flourish.



Our strategic plan focuses on five key stakeholder groups and recognises that these groups will flourish together, far better than they will flourish alone. We aim to:

- Support colleagues to flourish
- Support children to flourish
- Support those involved with governance to flourish
- Support families to flourish
- Support the wider church school family to flourish

To work with us, you must aspire to be an outstanding colleague, be prepared to go the extra mile and be comfortable with high levels of accountability for the progress of over 5,000 children. You must be willing to share and learn. Above all else, you must like young people and aspire to make them outstanding citizens.

In return, we offer excellent working conditions, first class professional development, genuine career development and opportunities for growth. All of our teachers are offered membership of the Teachers Pensions Scheme and all support staff are offered membership of the Local Government Pension Scheme.

In short, we believe our Trust has a bright future and are looking for bright people to help us get there.

Thank you once more for your interest in The Diocese of Coventry Multi Academy Trust and in the position available. I hope that this introductory letter has given you a clear sense of our vision and I hope that this pack gives you a feel for what we need. We look forward to hearing from you and exploring your future with us through our selection process.

Michael Cowland, Chief Executive Officer

What our employees say about us...

In our 2024 staff survey, the Trust scored above national benchmarks in almost every area. Support from colleagues is a particular strength of working for us: our staff value the respect and support they receive from their colleagues. Leadership is also an area of significant strength and staff rate their leaders highly. Finally, job satisfaction and employee communication are rated highly and above national benchmarks.

Staff support and relationships

How comfortable are you with asking your colleagues for help when you need it?	93%
How respected by your colleagues do you feel?	91%

Leadership

Leadership dynamics	10% higher than national benchmark
Professional support from line manager	3% higher than national benchmark

Job satisfaction and communication

Effective and regular communication with employees	90%
Job satisfaction	5% higher than national benchmark

Diocese of Coventry

The Diocesan Board of Education seeks to serve and equip the church school family in a variety of ways. The Diocesan Director of Education, Reverend April Gold, is supported by a team of highly qualified, experienced and well-regarded professionals who aim to:



- 'be there' for our church school family and act as a central reference point supporting pastorally and professionally;
- facilitate creative and flexible networking between schools;
- promote excellence and distinctiveness within the family of church schools/academies and beyond;
- share best practice collectively;
- provide professional development: for staff at all stages of their careers and for governors;
- facilitate collaborative school improvement partnerships through the growth of our six CofE majority MATs;
- support the process of academy conversion;
- promote the establishment of new church schools;
- represent church schools to the wider church, to diocesan groups, in the press, and in public and community debate;
- champion inclusion and equality including advising on admissions policies and managing appeals;
- protect the status of church schools
- and promote the importance and the continuance of the voluntary sector.

'Our schools are a hugely significant part of the Church family of the Diocese. Seeking to build communities of care and understanding, they witness to God's love for each and every person, and reflect God's desire for the world to be a better place for us all to live in. I believe they are at the heart of the Church's mission to the nation and play a very important role in the life of their own parishes and communities.'

As a Diocese, our 76 Church of England schools serve 18,500 children, and their families. The 2000 members of staff and all the volunteers who support, as governors, directors, and other contributors, are seeking to offer both an excellent education and ensure that all our young people have the opportunity to live life to the full. We aim to do this by living, telling and sharing the values of Jesus Christ. Thank you for being willing to share in this journey with us!

Bishop of Coventry

EXAMS & DATA ADMINISTRATOR

About the Role

The Trust is looking to appoint an inspirational and highly effective Exams and Data Administrator who is committed to supporting Harris CofE Academy to educational excellence and further developing the distinctive Christian character of educational provision and the school community.

In return we can offer:

- A support network of professional colleagues
- A strong culture of professional development
- The opportunity to be part of an aspirational organization and contribute to its development and growth plans
- We are offering a salary of £17,540 per annum, FTE £26,403 Grade F SCP 7
- Eligibility to join the Pension Scheme
- 27.5 hours/week, 40 weeks/year.

Applications

Thank you for your interest in this post. Interested candidates are welcome to speak to us for more information about this fantastic opportunity. Please contact recruitment@harris.covmat.org if you would like to arrange an informal discussion about the post.

Please note the closing date for applications is Midnight, Sunday 28th June 2026. Interviews will take place shortly thereafter. Completed applications and supporting documents should be completed via the My New Term platform.

We welcome all applications regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race religion and belief, sex and sexual orientation.

Job Description

KEY PURPOSE

Under the supervision of the Exams and Data Manager, to proactively prepare for all examinations and assessments in line with procedures.

ACCOUNTABILITIES

The appointee will be line managed by the Exams and Data Manager.

PRINCIPAL RESPONSIBILITIES

Exams and internal assessments

- To have a detailed working knowledge of the appropriate examination Procedures and Practice; and take advice from line manager when unsure.
- To suggest developments for systems within the academy to manage the essential collection of data to ensure that all board deadlines for administrative purposes are met.
- Provide a Centre timetable to include dates, times, venues and number of candidates, resolving examination clashes in accordance with regulations
- Carrying out administration for the daily running of examinations. This will include ensuring that all required materials are in the examination rooms for the start of the examination; arrangements for candidates with special educational needs are in place, and the number of invigilators complies with the ratio required by the Examination Boards;
- To liaise with a team of invigilators to fulfil their obligations to the Examination Board in accordance with the regulations;
- Ensuring the safe custody of examination papers in accordance with regulations and prompt dispatch to the examiners;
- To disseminate curriculum materials to colleagues, memoranda from examination boards as and when necessary;
- To pass information on curriculum developments to colleagues and bring new examination courses to the attention of others.
- To collect and distribute examination results;
- To oversee checking and distribution of certificates.
- To process enquiries about results and returned scripts;
- To liaise with finance to confirm the cost of examination expenditure and alert others to current entry practices and direct attention to the financial costs involved;.
- To plan and administer all external and internal examinations and revision sessions, including rooming, seating, invigilation, advertising and special arrangements;
- To encourage a positive examination culture in the academy to which all staff and students subscribe;
- To seek help and guidance from the exams lead, as necessary.
- Provide updates for website;
- Data input on to databases, e.g CLM, SIMS

Timetable administration

- Allocate and maintain student timetables and grouping records, in accordance with the school timetable and acting under the instruction of the appropriate member of the senior leadership team.
- Carry out end of year processes as part of preparing a new academic year calendar in Bromcom.
- To support with the promoting of students into the new year structure, incrementing their curriculum years. Ensuring class labels are consistent and clear.
- To support the senior Data Manager to ensure and manage the smooth transition from one academic year to the next with all sections of Bromcom.
- Update and apply periodic and casual changes to courses, teachers, rooms etc.
- Transfer data by identifying students using KS2 SATs results and manually locate for DfE & upload to Bromcom their KS2 scores onto SISRA.
- Set up and maintain registration groups, allocate student memberships, tutors and heads of year, as instructed by SLT Lead.
- Set up and support the timetable for vaccinations programme

General Admin Support

- Pupil Census
- Maintaining Free School Meal records
- Set up tutoring for students as and when directed, ensuring attendance and liaising with students, parents, provider and staff.
- Keep upto date staff training monitoring log
- Minute H&S forum and track action points
- Assist with all other admin tasks as required.
- Assist with End of Year Procedures.
- Cover/support other administration posts including Reception, Reprographics, Finance and Student Services when required.
- Maintain an up to date knowledge of Academy systems and standards.
- General administration duties.

SUPPORTING THE WORK OF THE MULTI ACADEMY TRUST

As part of the Diocese of Coventry Multi Academy Trust, the staff member will be expected to develop and maintain strong, positive relationships with colleagues in the Multi Academy Trust, within the family of Multi Academy Trust academies and the Diocesan family of schools.

STRENGTHENING THE COMMUNITY

Academies exist in a distinctive social context, which has a direct impact on what happens inside the school. Academy leadership should commit to engaging with the internal and external school community to secure equity and entitlement. All staff should collaborate with other schools in order to share expertise and bring positive benefits to their own and other academies. They should work collaboratively at both strategic and operational levels with parents and carers and across multiple agencies for the well-being of all children.

This will include:

- Building a school culture and curriculum which takes account of the Church Foundation and the richness and diversity of the school's communities.

- Creating and promoting positive strategies for challenging harassment of any kind.
- Ensuring learning experiences for pupils are linked into and integrated with the wider community, the local church and diocesan communities.
- Ensuring a range of community-based learning experiences, including building links with local churches and Coventry Diocese.
- Collaborating with other agencies in providing for the academic, spiritual, moral, social, emotional and cultural well-being of pupils and their families
- Creating and maintaining an effective partnership with parents and carers, (including those who may be described as 'hard to reach', those with learning disabilities and those for whom English is an additional language), to support and improve pupils' achievement and personal development.
- Building bridges with the school's diverse communities, seeking opportunities to invite the whole range of parents and carers, community figures (including clergy and church representatives), businesses or other organisations into the school to enhance and enrich the school and its value to the wider community.
- Contributing to the development of the education system by, for example, sharing effective practice, working in partnership with other schools and promoting innovative initiatives.
- Co-operating and working with relevant agencies to protect children.

SAFEGUARDING CHILDREN AND SAFER RECRUITMENT

Our Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be required to undertake an enhanced criminal record check via the DBS. Further information about the Disclosure and Barring Service is available from the DBS website at: [Disclosure and Barring Service - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

The Trust will ensure that:

- The policies and procedures relating to safeguarding and safer recruitment are fully implemented and followed by all staff.
- Sufficient resources and time are allocated to enable the designated person and other staff to discharge their responsibilities in relation to safeguarding, including taking part in strategy discussions and other inter-agency meetings and contributing to the assessment of children.
- All staff and volunteers feel able to raise concerns about poor or unsafe practice in regard to children, and that such concerns are addressed sensitively and effectively in a timely manner in accordance with agreed whistle blowing practices.

DATA PROTECTION

The post holder must meet the requirements of the General Data Protection Regulation Act 2018 at all times, especially concerning confidentiality, treatment of personal information and records management.

ADDITIONAL DETAILS

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Staff will be expected to comply with all Trust policies and procedures and any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. This job description will be reviewed annually and the Chief Executive reserves the right to alter the content of this job description, after consultation with the post-holder, to reflect changes to the job or services provided, without altering the general character or level of responsibility.

Person Specification

Personal Qualities, Qualifications and Experience		Measured By				
		Essential	Desirable	Application	Interview Process	References
Qualifications and Training						
1	Formal qualification in MS Word/Excel/Publisher or equivalent experience		✓	✓	✓	
2	GCSE A-C Maths and English or equivalent	✓		✓	✓	
3	Qualification in Administration/Secretarial Services		✓	✓	✓	
Professional Experience and Knowledge						
1	Experience of working effectively with others to meet common goals	✓		✓	✓	✓
2	Experience of working in an education or agency setting		✓	✓	✓	✓
3	Experience in promoting and ensuring the health and safety of students and staff		✓	✓	✓	✓
4	Experience of procedures relating to child protection and safeguarding		✓	✓	✓	✓
5	Working within an office environment, dealing with members of the public		✓	✓	✓	✓
6	Knowledge of guidance/legislation regarding examinations		✓	✓	✓	
Skills and Abilities						
1	Ability to maintain strictest confidentiality and integrity at all times	✓		✓	✓	✓
2	Excellent IT skills	✓		✓	✓	
3	Ability to liaise with other members of staff in a professional manner	✓		✓	✓	✓
4	Knowledge of promoting inclusion and equal opportunities	✓		✓	✓	✓
5	Ability to manage own time effectively and demonstrate initiative including establishing priorities within own workload	✓		✓	✓	
6	Ability to work constructively as part of a team or individually, understanding school roles and responsibilities and own position within these	✓		✓	✓	
7	Excellent communication, presentation and interpersonal skills	✓		✓	✓	✓
Personal Qualities						
1	Ability to use judgement and common sense	✓		✓	✓	✓
2	Ability to prioritise/organise workload	✓		✓	✓	
3	Flexible approach to work	✓			✓	

I (**name**) hereby confirm that I have received a copy of the Job Description for the post of **Exams and Data Administrator**

Signed

Date

Our Academies



St Laurence's CofE Primary School
Old Church Road
Coventry
CV6 7ED



St Bartholomew's CofE Academy
Bredon Avenue, Coventry
CV3 2LP



Queens CofE Academy
Bentley Road
Nuneaton
CV11 5LR



Stretton CofE Academy
Stretton Avenue
Coventry
CV3 3AE



St James CofE Academy
Barbridge Road
Bulkington, Bedworth
CV12 9PF



Harris CofE Academy
Harris Drive
Overslade Lane, Rugby
CV22 6EA



St Nicolas CofE Academy
Windemere Avenue
Nuneaton
CV11 6HJ



Studley St Mary's CofE Academy
New Road, Studley
B80 7ND



Central MAT Office
The Diocese of Coventry Multi Academy Trust
c/o St James CofE Academy
Barbridge Road
Bulkington, Bedworth
CV12 9PF



St John's CofE Academy
Winsford Avenue
Coventry
CV5 9HZ



All Saints Bedworth CofE Academy & Nursery
Off the Priors, Mitchell Road
Bedworth
CV12 9HP



Dunchurch Boughton CofE Junior Academy
Dew Close
Dunchurch
CV22 6NE



St Oswald's CofE Academy
Addison Road
Rugby
CV22 7DJ



St Michael's CofE Academy
Hazel Grove
Bedworth
CV12 9DA



Leamington Hastings CofE Academy
Birdingbury Road, Hill,
Leamington Hastings, Rugby
CV23 8EA



Leigh CofE Academy
Plants Hill Crescent
Tile Hill, Coventry
CV4 9RQ



Salford Priors CofE Academy
School Road
Salford Priors, Evesham
WR11 8XD



All Saints CofE Academy LW
Warwick Road
Leek Wootton, Warwick
CV35 7QR



Burton Green CofE Academy
Hob Lane
Burton Green, Coventry
CV8 1QB



Long Itchington CofE Academy
Stockton Road
Long Itchington, Southam
CV47 9QP



Southam St James CofE Academy
Tollgate Road
Southam
CV47 1EE



Dunchurch Boughton CofE Infant Academy & Nursery
School Street
Dunchurch
CV22 6PA



Ryton-on-Dunsmore Provost Williams CofE Academy
Sodens Avenue
Ryton-on-Dunsmore
CV8 3FF

