



AMERSHAM SCHOOL
A BUSINESS & ENTERPRISE COLLEGE

Live, Learn and Succeed Together

Recruitment Pack

**Data Manager and
Examinations Officer**





WELCOME

Thank you for your interest in Amersham School. We are a student centred school. We pride ourselves on our ability to provide each and every one of our students with a first class and personalised education, which enables them to flourish and succeed in all areas of school life. Students are central to our philosophy of individual success and aspiration. Development of self-confidence, positive attitudes and enterprise skills are fundamental to the delivery of our first-class, personalised and progressive education.

As employers, we are committed to your personal development. We offer a supportive and innovative environment to work within and opportunities for Professional Development that will allow you to enhance your skilful practice.

We are seeking to appoint an enthusiastic and organised **Data Manager and Examinations Officer** to join this successful and dynamic team, who will share in the school's vision for success and play their part as we continue to secure outstanding facilities for our students.

To apply, please download the school's application form from our school website:

www.amershamschool.org.uk/vacancies

Completed form and a covering letter should be addressed to the Headteacher, Sharon Jarrett and sent to: employment@amershamschool.org

The school is committed to stringent safe recruitment procedures and the successful candidates will be required to undertake an Enhanced DBS check.

AT A GLANCE



Data Manager and Examinations Officer



Start Date

Monday 1 September 2025



Hours

Full time hours, term time only, plus inset days

3 extra weeks to be worked in August for GCSE, BTEC and A Level results. During exam weeks in May and June, you will be required to work 40 hours per week. Compensatory time will be given for this elsewhere in the year.



Salary

Bucks Pay Range 6



Closing Date

Friday 27 June 2025



Interview Date

Week commencing 30 June 2025



Application Form

amershamschool.org.uk/vacancies



Apply To

employment@amershamschool.org



AMERSHAM SCHOOL
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AMERSHAM SCHOOL

Dear Applicant

I am delighted you are considering applying for a position at Amersham School. We strive to create a supportive and structured learning environment in which individuals are challenged to realise their full potential, and encouraged to be ambitious for their futures. We believe it is of the utmost importance for students to become self confident, positive and enquiring learners and this vision underpins everything we do.

Our students are encouraged to become well rounded and broad-minded individuals and we support this through a diverse range of extra-curricular activities. As a Business and Enterprise specialist school, we focus on the development of skills which inspire and motivate our students to become successful and confident adults.

Amersham School looks forward to an exciting and promising future. Our students achieve good examination results at both GCSE and A Level. We are consistently one of the top performing Upper Schools in the County, making sure that our students have the personal qualifications and qualities to access Post-16 education and training. We are incredibly proud of our students and welcome the opportunity to work with and learn from those who share our dedication to innovation, improvement and success.

Please visit our school website where you will find a wealth of information about our vision and our mission statement 'Live, Learn and Succeed Together' where our values of mutual respect, honesty and integrity, responsibility and ownership, equality and co-operation alongside the establishment of a sense of community underpin our school environment.

I do hope that you will make an application to join Team Amersham. Our staff turnover is very low due to staff reporting that they feel valued and that they are supported, invested in, and encouraged to achieve high professional standards

Yours sincerely

A handwritten signature in black ink, reading "S E Jarrett".

Sharon E Jarrett
Headteacher



THE ROLE

Job Title: Data Manager and Examinations Officer

Report to: Associate Deputy Headteacher

Main Purpose of the Role

The main purpose of this role is to manage data across the school as well as lead and manage the external and internal examinations processes. This role includes communicating with the Senior Leadership Team, Subject Leaders, teaching staff, Year Team Leaders, parents, students and examination boards as appropriate. Organising, collating and analysing internal and external assessment data will be a priority at four key points during the year in addition to ensuring that data returns to the local authority and the DfE are completed accurately and within deadlines. As the Examinations Officer, you will recruit, train and manage a team of Exam Invigilators ensuring that this team of people work efficiently and within the parameters of the Exam process, having due regard to the legalities of the role and the expectations, aims and ethos of the school.

Data Manager Responsibilities

- To maximise the functionality of the school's MIS (SIMS) to ensure ease of data capture and publication for a range of audiences (including staff, governors, parents and students).
- Collate and organise student progress data.
- Import and process KS2 data to enable staff to have a more effective basis for their teaching and learning of students.
- Use available data for target setting across a range of years and qualifications.
- Provide data analysis reports (using SISRA and other means) for scrutiny at 3 progress check points and for public examinations.

PERSON SPECIFICATION

Specification	Essential	Desirable
Qualifications		
Graduate or equivalent		X
Experience		
Use of a range of ICT packages, eg: Microsoft Office to a competent level	X	
Working within a team	X	
Working in a school environment		X
Successful experience of dealing with a range of routine office tasks	X	
Experience of working to very tight deadlines	X	
Experience of working with young people		X
Managing and leading staff		X
Understanding of how the Exams role works		X
Skills		
High attention to detail and a high level of accuracy	X	
Excellent interpersonal, communications (oral and written) and numeracy skills	X	
Ability to work under pressure	X	
High level of mathematical and analytical competency	X	
Microsoft Office to a high level of accuracy (including Excel)	X	
Confidence to learn and develop IT skills in a range of third party products in order to best support the analysis of data	X	



- Respond to requests for analysis from staff to enable targeted interventions focusing on enhancing student progress.
- Provide timely data that enables school leaders and teachers to accurately evaluate performance, set targets and monitor the impact of interventions.
- Manage the school's commitments for the reporting of data to the Local Authority, Department for Education and other agencies, making sure that requirements are met and that the data transferred is accurate and reliable. This includes the school census.
- Support with the development of the use of data within the school to raise student achievement
- To work with Turn IT On/Schools ICT and SISRA to ensure that the MIS and other systems operate effectively to support the needs of staff.
- Support staff in using SIMS to record data and in using SISRA to analyse data.

Ability to use initiative	X	
Strong organisational skills including recording, monitoring and checking progress where key tasks are concerned	X	
Ability to manage a team of invigilators and administration staff	X	
Evidence of a personal commitment to professional development and the updating of job-related skills	X	

Personal Qualities

Strong interpersonal skills	X	
Co-operative, flexible and responsible	X	
Able to prioritise and work under own initiative	X	
Reliable, well organised and committed to high standards	X	
Accurate with a good eye for detail	X	
Able to maintain confidentiality	X	

Examinations Officer Responsibilities

- Lead and manage external and internal examinations, coursework and controlled assessments.
- Ensure that the conduct and running of all external examinations complies with the regulations set out by the Joint Council for Qualifications (JCQ) as well as school procedures.
- Manage the submission of all coursework and controlled assessments, exam entries required by awarding bodies and ensuring correct student samples are despatched in a timely manner.
- Download and disseminate exam results and provide information on those results to SLT in a timely manner.
- Manage review of marking, access to scripts and re-sits.
- Manage the use of Exams Assist in conjunction with SIMS.
- Liaise with the SEN team to ensure Access Arrangements are accurately recorded and applied.
- Communicate examination related information to staff, students and parents where appropriate.
- Manage the receipt, filing and secure storage of all examination papers.
- Manage the packing and despatch of all exam papers on time.
- Ensure accuracy of the examination course data in SIMS.



- Liaise with SLT to establish best working practices and policies covering organisation of exams and mandatory reporting requirements.
- Manage and organise invigilators including recruitment, training and reviews and for organising support staff allocation to all SEN students requiring specific access arrangements.
- Liaise with Site Manager to ensure exam rooms are set up in good time and comply with JCQ regulations.
- Manage additional administrative support if required.
- Liaise with staff, parents and students to process special consideration requests and to deal with any queries or complaints relating to exam entries, conduct of exams and coursework/controlled assessments.
- Manage the issue of certificates following their receipt from the examination boards.
- To manage the SIMS Course Manager system to ensure that accurate course information is available at all times.
- Keep up to date with current developments from JCQ and exam boards and disseminate to SLT and Subject Leaders as appropriate.

Budget Management

- Operate cost effectively within the examination, data and assessment budget.
- Liaise with the Director of School Business regarding new invigilator appointments and arrange for their interview process, appointment and training.
- To ensure collection of payments from parents regarding re-marks, access to scripts and re-sits.

General

- To carry out duties as may be required from time to time commensurate with the overall responsibility of the post.
- To comply with and actively promote the school aims and ethos, policies (including Behaviour for Learning, Equal Opportunities, Attendance and Health & Safety).
- To promote positive student conduct. To address negative student conduct and take appropriate steps to deal with it.
- To deal with all telephone and personal enquiries efficiently and effectively, in a way that promotes a positive image of the school.
- To comply with the Staff Code of Conduct, including smart dress code, establish a business-like environment and promote excellent relationships and a positive ethos when communicating students, staff, parents and external contacts.
- To undertake training and development relevant to the post.



Responsibilities: All Staff

- Work towards and support the school vision and the current school objectives outlined in the School Development Plan.
- Support and contribute to the school's responsibility for safeguarding students.
- Work within the school's Health and Safety Policy to ensure a safe working environment for staff, students and visitors.
- Work within the school's Diversity/Equal Opportunities Policy to promote equality of opportunity for all students and staff, both current and prospective.
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues.
- Engage actively in the appraisal process.
- Adhere to policies and procedures as set out in the Governing Body's Regulations, Staff Handbook and as otherwise notified from time to time.
- Undertake other reasonable duties related to the job purpose required from time to time.

Personal and Professional Standards

- The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
- Support the aims and ethos of the school as defined in the school prospectus.
- To set a good example in terms of professional dress and appearance, punctuality and attendance.
- Take responsibility for personal development making full use of the school's professional development opportunities and training.
- To attend team and staff meetings as appropriate, contributing actively whenever possible.
- To provide courteous, prompt and polite service to all members of the school's community including parents, students, all staff and visitors.
- To actively contribute to the school's mission statement by forming positive relationships within the school community and working collaboratively and in good humour with other colleagues as appropriate or when directed.
- Be aware and comply with all relevant policies and procedures within the school, particularly those relating to child protection, equality, health and safety, bullying and behaviour and confidentiality. It is the duty of all colleagues to report breaches of school policies or procedures to the Headteacher.
- To maintain confidentiality at all times.

The duties of this post will be reviewed annually and may vary from time to time without changing their general character or level of responsibility entailed.



WHY US?

Our Mission Statement 'Live, Learn and Succeed Together' lies at the heart of our school. It is from this foundation that we build our team; Team Amersham. By valuing and supporting each other we are all able to experience personal success and happiness.

We are a happy school - this does not happen by accident but through intent. Our desire to provide an excellent education is partnered with nurturing, fun, camaraderie and opportunity. It is our desire that each of our students look forward to what the school day will bring. Our staff have been handpicked for their professionalism and their ability to be positive and cheerful!

The Local Area

Our school is situated in Amersham in the heart of leafy Buckinghamshire, home to the Chilterns and nestled amongst beautiful countryside. The Old Market Town of Amersham is simply glorious and shrouded in history with cobbled streets, an enclosed garden, 700 year old buildings with excellent eateries and the River Misbourne running parallel to the town.

Amersham-on-the-Hill is a bustling area with a new purpose built leisure centre, high street names, including Marks and Spencer, Waitrose and individual outlets making up an eclectic High Street. Amersham Underground Station comes under Zone 9 of the network and the Metropolitan Line provides easy access to London Marylebone in just 32 minutes.

Buckinghamshire is regularly cited as one of the best places to live in the UK. The surrounding areas include beautiful greenbelt locations with the county bordering the Shires of Berkshire, Oxfordshire, Northamptonshire, Bedfordshire, Hertfordshire and Greater London. Buckinghamshire offers many lovely places to live and visit including Waddesdon Manor, Cliveden, Stowe and Hughenden plus picturesque woodlands and wildflower meadows.



WE OFFER



A friendly and supportive environment



Excellent and ongoing opportunities for professional development



Access to onsite fitness suite with weights



A range of staff social events



An environment focused on wellbeing



We subscribe to the Employee Assistance Programme (EAP) available 24/7 including financial and legal support, counselling and coaching



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 office@amershamschool.org

 www.amershamschool.org.uk

 [amersham.school](https://www.instagram.com/amersham.school)

#LiveLearnSucceed | #TeamAmersham

Agencies - Amersham School's terms and conditions are that should you put a candidate forward after the first publication of a vacancy, the School will be liable for an introductory fee of no more than 10% of salary with reducing clawback over the first term, regardless of your terms and conditions.

Amersham School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and to uphold the school's policy in respect of child protection matters.
