



Exams & Data Officer (Secondary phase)

Information for Applicants

June 2026





Contents

1. About Cavendish Education Trust
2. Letter from Peter Marchant - Chief Executive Officer
3. About Cavendish School
4. Staff Wellbeing
5. Job Description
6. Person Specification
7. Staff Testimonials
8. How to Apply

Cavendish School
Eldon Road
Eastbourne
BN21 1UE

01323 731340

www.cavendish.cet.uk
www.cet.uk

Facebook: @TheCavendishSch
Instagram: @TheCavendishSch

About Cavendish Education Trust

Cavendish Education Trust (CET) is a growing family of primary and secondary schools. Our mission is to deliver the very best learning experiences and environment which inspires the highest outcomes for everyone within the Trust community.

The Cavendish Education Trust offers an exciting and dynamic workplace environment. We believe that staff make a difference to children and place staff development at the centre of our strategic planning.

Promoting the continuous professional development of our staff is one of our highest priorities as we believe this is a vitally important part of improving outcomes for young people. Cavendish Education Trust is proud of its record in developing staff and on the quality of CPD more widely.



Letter from our Chief Executive Officer

Dear Applicant,

Cavendish Education Trust (CET) is a growing family of primary and secondary schools. Our mission is to deliver the very best learning experiences and environment which inspires the highest outcomes for everyone within the Trust community.

We encompass more than 2,000 pupils between the ages of 2 and 16 years in Infant, Junior and all-through settings. As well as achieving excellent academic results, CET schools are deeply committed to the personal development of our young people. We are proud to contribute to our local community with our pupils having opportunities to support local projects.

I strongly believe in the power of an outstanding education to transform lives. It is a great privilege for me to lead CET and I work tirelessly to make sure we deliver our vision of working collaboratively to inspire learners to demonstrate the knowledge, skills and values required for lifelong learning and to be successful, active members of the Trust and wider community.

The Trust has three shared key values which are Respect, Responsibility and Resilience. They underpin everything that we do across the Trust, from planning and delivering our curriculum to personal development of individuals. Through our values, a caring and supportive environment is created to promote learning.

Our schools promote excellence in everything they do. In every school, the entire staff team works in partnership with parents and the local community in nurturing today's young people and inspiring tomorrow's leaders.

CET employs the very best staff and invests heavily in their continuing professional development. CET has a talented and dedicated team of staff, Local Governors and Trustees. Each of our schools receives strong support from parents and the local community. We work together, united in a common goal to enable pupils with the knowledge and skills to become successful lifelong learners.

Thank you for your interest in working with us.

Peter Marchant

Chief Executive Officer (CEO)

About Cavendish School

Cavendish School was established on this site in 1979, but the building was first opened as a girls' high school in 1939. An extension was built in 1982 and further programmes of building and refurbishment have been completed in the intervening years. The school opened as a 5-16 all through school in 2015, with two reception classes. The major extension for the primary phase was opened in 2016.

Today Cavendish is an oversubscribed School, catering for the 2-16 age range. We have a planned admission number of 60 in each year group in the primary phase and 180 for each year group in the secondary phase. The pre-school has 30 spaces available on each school day.

Pupil outcomes in both phases are consistently significantly above national averages for attainment and progress. The school has been named in the Times newspaper "Best 500 schools nationally". OFSTED noted "the ethos, combined with the very effective education provided here, enables pupils to achieve exceptional well"

In 2025, Cavendish School proudly achieved OUTSTANDING ratings from Ofsted in all areas. Inspectors noted at the time, "The school developed a highly ambitious curriculum. It took full advantage of the all – through model by setting out what pupils should learn from the early years to Year 11.' This recognition highlighted our commitment to a seamless and exceptional educational journey for every pupil."

Staff development and wellbeing is a priority of the Trust and was again noted by Ofsted. "The schools leadership is highly strategic". Teachers are proud to belong to the school and feel valued because of the priority it places on their professional development"



Staff Wellbeing

Staff Wellbeing is our priority at Cavendish Education Trust and are always investigating new initiatives to promote wellbeing as part of our schools' priority to develop and implement a CET mental health and wellbeing strategy. We offer our staff the following:

- Wellbeing groups are set up at each school to discuss and enhance staff wellbeing;
- Free Flu Vaccinations are offered annually;
- An Employee Assistance Programme (counselling service) is available to staff and their family members for confidential support and advice on financial and welfare issues;
- Childcare vouchers are available as part of a salary sacrifice scheme;
- A cycle to work bike scheme, to save and spread out the cost of a new bicycle as part of a salary sacrifice scheme;
- A welcoming staff room with complimentary tea and coffee;
- Support and mentoring by Senior Leadership Team and other experienced leaders;
- Tailored CPD and staff development;
- A 50% contribution to the cost of Benenden Private Health Care;
- Local Government Pension Scheme / Teachers Pension Scheme.





JOB DESCRIPTION

JOB TITLE	Exams and Data Officer
GRADE	Single Status Grade 6
RESPONSIBLE TO	Data Manager

JOB PURPOSE

To work with the Deputy Head teacher and Data Manager to manage the school's examination programme for pupils (predominantly secondary aged pupils).

Ensure that statutory requirements are adhered to and support the effective management and use of the Trust MIS systems.

KEY TASKS

To act as the Trust's Exams Officer for external and internal examinations and be responsible for;

- Organising and administering the trust's internal and external examination programme and procedures following the exam calendar and keeping accurate records
- Set up MIS Exams Module for each Exam season
- Applications for Special Consideration to the Examination Boards.
- Ensure candidates and staff receive accurate and timely information pertaining to their examinations including publishing timetables and producing individual statements of entry. Ensuring all details are sent to parents and published accurately on any trust websites.
- Managing and running examinations, organising appropriate invigilation, access requirements, supporting any special considerations, liaising with the Cover Manager regarding rooms required, the Site Management Team regarding the setting up of examination rooms and Heads of Faculty and the Senior member of staff responsible for the calendar in the setting up of internal examinations.
- Organising the staffing requirements for exam invigilation, liaising with colleagues as required.
- Publishing examination results to pupils and other key stakeholders.
- Dealing with post-results enquiries, applications for remarks, and requests for copies of papers and scripts.
- Keeping up to date with national changes through professional associations, media and training and to seek ways to implement change.
- Disseminating information, answering enquiries and dealing with complaints regarding internal and external examinations from staff, pupils and parents/carers.
- Ensuring the health and safety of candidates and staff in and around examination rooms.
- Ensuring that security arrangements concerning examination papers and results are strictly enforced according to Joint Council for Qualifications requirements.
- Liaising with awarding body inspectors ensuring they are fully supported on their regular visits.

To recruit and line manage the team of exam invigilators:

- Lead on the recruitment of exam invigilators
- Schedule exam invigilators work including managing their hours across the exam timetable, recording their hours and completion of timesheets for payroll
- Provide induction support and training.
- Liaise/communicate regularly with invigilators regarding forthcoming exam dates

To support the Data Manager in managing data:

- Use the trust's MIS system to support the exams process:
- Working with the Data manager to create reports analysing data related to exams and assessments recorded in the MIS
- Support the Data Manager with MIS admin tasks, including assisting with preparation for the academic year, the analyses of examination results and other data related tasks including the production of reports for parents
- Support other colleagues as required
- Other duties as required by the Data Manager

This job description sets out the duties of the post at the time it was published. The hours and the job description may be modified depending on the needs of the Trust. The post holder may be required from time to time to undertake other duties within the Trust as may be reasonably expected, without changing the general character of the duties or the level of responsibility entailed. This is a common occurrence and would not justify a reconsideration of the grading of the post. The priorities for each year will be reviewed against this job description annually through performance management meetings.

Please note that we are committed to safeguarding and promoting the welfare of our staff and pupils and expect all those who work with us to share this commitment. Successful applicants will need to undertake a DBS Enhanced Clearance check (Disclosure and Barring Service). We give high priority to promoting diversity throughout the Trust.

PERSON SPECIFICATION
Exams and Data Officer

	Essential Criteria	Desirable Criteria
Education & Qualifications	<ul style="list-style-type: none"> GCSE C grade (or equivalent) or above in English and Maths 	<ul style="list-style-type: none"> Professional qualification in exam management or equivalent
Key Skills & Abilities	<ul style="list-style-type: none"> Excellent numeracy and literacy skills Communicate concisely, orally and in writing to convey clear messages at all levels to staff, pupils and parents Advanced ICT skills, especially spreadsheets, word processing and databases using both Microsoft and google Ability to work in an organised and methodical manner whilst dealing with interruptions Ability to complete tasks and interpret information Ability to maintain efficient record keeping systems and maintain attention to detail Ability to plan ahead and use initiative and to respond proactively to unexpected problems and situations Ability to produce accurate information and reports required Ability to identify work priorities and manage own workload to meet deadlines whilst ensuring that lower priority work is kept up to date Ability to show sensitivity and objectivity in dealing with confidential issues 	
Knowledge & Experience	<ul style="list-style-type: none"> An understanding of the work of a school Line management experience Supervision of staff Experience in setting up systems and procedures Experience of data input, retrieval and analysis Experience in being able to follow policies and writing procedural documents 	<ul style="list-style-type: none"> An understanding of the English examinations system Experience of working within an educational setting Experience of MIS and Exams organisation
Personal Attributes	<ul style="list-style-type: none"> To work well within a team To have a positive and calm manner and deliver effectively under pressure. To be a quick learner with an enthusiastic and positive attitude To be willing to work flexibly with colleagues To be willing to participate in further training and developmental opportunities offered by the trust 	
Other	<ul style="list-style-type: none"> Able to meet any travelling requirements of the role. 	

Staff Testimonials

From day one, I felt welcomed, there is a real sense of community here, and everyone is committed to creating the best possible learning environment for our pupils. I truly appreciate the collaborative atmosphere and the opportunities for professional growth.

- Primary Teacher

Working at this school has been an incredibly rewarding experience. I feel empowered to innovate and make a real difference to the lives of our pupils knowing I have a strong team backing me up.

- Secondary Teacher

The resources and support provided are excellent, I appreciate the open communication and the feeling that my voice is heard.

- Teaching Assistant



How to Apply

Once again, thank you for your interest in this role at Cavendish Education Trust.

Please note that applications will be considered as they are received and you are therefore advised to submit your application as early as possible, as some interviews may take place, and an appointment may be made, before the closing date is reached for this position.

If, like us, you are passionate about providing the best possible education for all pupils in an outstanding school with a culture of high expectations and ambition, please ensure you apply for this position.

Cavendish Education Trust is committed to providing the best possible care and education to its students and to safeguarding and promoting the welfare of children and young people.

If you wish to arrange a visit or have an opportunity to discuss this post informally, please contact our HR department on:

01323 731340, or email hr@cet.uk



Cavendish School

Eldon Road, Eastbourne, BN21 1UE

Email: office@cavendish.cet.uk

Telephone: 01323 731340

