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ST ANNE'S
CATHOLIC SCHOOL
— & —
6th FORM
— COLLEGE —

St Anne's Catholic School and Sixth Form College

The Governors of St Anne's Catholic School are looking to appoint a

Data and Exams Assistant

Grade 6 point 12 £29,742 to point 17 £32,046
(Pro rata £20,730 - £22,336) Salary based on experience
30 hours per week, term time only

St Anne's is a highly successful 11–16 girls' school with a mixed sixth form in the heart of Southampton. Rated outstanding in all areas by Ofsted, our Catholic ethos shapes our commitment to placing staff wellbeing at the centre of every decision we make. Our strong outcomes reflect the positive and successful learning experiences this creates for our pupils. Staff and students consistently speak about the strong sense of community within the school, which is why colleagues tell us they enjoy working here and feel proud to be part of St Anne's.

Specifics for this role As the Data and Examinations Assistant you will be part of a busy team, who throughout the year work together to produce high quality data reports for students, parents, governors and staff. Full training in all aspects of the role will be given. The successful candidate needs a keen eye for detail and a strong working knowledge of Microsoft programmes such as Word and Excel. Full training of the school's management information system will be given to enable the post holder to become proficient. The post holder will work closely with the Data Manager and the Exams Officer to provide support for all of the school's data and exam requirements. We are looking for someone who can work independently, show initiative and work well as part of a team.

Closing date: Midday 5 October 2026

Interviews: w/c 12 October 2026

Start Date: Based on candidate availability

Application forms and further details can be obtained from
www.st-annes.uk.com Alternatively, please contact the Head's PA
via email pahead@st-annes.uk.com or call 023 8032 8200.

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. These roles require an enhanced Criminal Records Disclosure.



www.st-annes.uk.com