



Testbourne Community School

Examinations and Data Officer

Salary Range: Support Staff Pay Scale Grade E to F
(dependent upon skills and experience)

£33,178 - £45,077 (FTE)

37 hours per week, term time plus one week
(flexible hours may be negotiated)

Testbourne Community School: where culture and ethos matter

Are you a passionate person who believes in the power of relationships, high expectations, and a calm, purposeful atmosphere? At Testbourne Community School, we don't just teach – we shape futures. Our culture is built on a legacy of over 100 years of education, rooted in kindness, respect, honesty, integrity, ambition, and leadership.

We are seeking to appoint a motivated, enthusiastic and highly organised Examinations and Data Officer. Reporting directly to the Senior Leader responsible for Assessment and Examinations, you will be responsible for the timetabling, invigilation and submission of external examinations, adhering to regulations, procedures and deadlines to ensure a smooth process for teachers and students during the examinations period. You will also provide vital support across the academic function by advising and assisting with data acquisition, managing and manipulating data to produce a variety of reports for internal use, management of the school reporting process. The successful candidate will be able to demonstrate resilience, excellent interpersonal skills and the ability to effectively co-ordinate and manage a small team. It is desirable that the candidate has some experience of exams and data processing in an educational setting and possess a sound knowledge of SIMs. The successful candidate will have experience of working in an office environment and be willing to work flexibly to meet the needs of the students. The successful candidate will use his/her excellent interpersonal skills to liaise with the leadership team, teachers, students, parents and external organisations e.g. examination boards.

Responsibilities include:

- To manage and deliver the examination process for the school ensuring full compliance with Examination board's regulations;
- Supporting the management, development and maintenance of school reporting, data and assessment systems and the school census; To actively track data and assist with the timely production of reports for Leadership, Governors and/or external school stakeholders;
- To line manage an Administrative Assistant and a team of Invigilators;
- To oversee the timely and accurate production of all student reports for the school, including the maintenance and review of student target grades and assessments.

The successful candidate will have:

- GCSE grade C+ in English and Maths (or equivalent),
- Exemplary organisational and planning skills, alongside the ability to work to tight deadlines.

Achievement • Excellence • Integrity



Testbourne Community School

- The ability to remain calm under pressure;
- Excellent administrative skills;
- High levels of confidence in using and learning new computer software operations;
- The ability to work independently and as part of a dedicated team;
- The ability to manage a small team of invigilators.

Experience in a similar role, and strong data and administration skills, is highly desirable.

In return:

- we offer professional development and expertise to enable staff to achieve excellence;
- we provide a highly supportive environment with opportunities to develop;
- we provide a highly professional and collaborative working environment focused on developing a love of learning;
- we offer first rate personal career development to assist you in the fulfilment of your ambitions.

We are proud to be a school where:

- **Learning is our top priority** – when we make any decision we always ask “How does this help our students to learn more effectively?”
- **Students are supported** to become **independent, resilient** and **responsible** young people prepared for their future.
- **Recognition is meaningful**: we celebrate effort, character and contribution, not with material rewards but with genuine appreciation to build intrinsic motivation.
- **Staff are valued and supported** with intelligent accountability, professional trust and a culture of openness, transparency and compassion.

Why work with us at Testbourne Community School?

- **Comprehensive induction and CPD**: from day one, you'll receive a thorough induction and access to a rich programme of professional development with time provided for you to process, discuss and learn new ideas.
- **Workload consideration**: we actively manage workload and seek staff feedback to make meaningful adjustments. Your time is respected. We use published research to determine the most effective use of staff time.
- **Family-friendly and flexible**: we understand that life happens. Our leaders are compassionate and empathic, supporting staff through personal and professional challenges.
- **Career development**: opportunities to grow, lead, and innovate are built into our culture. Staff are encouraged to take on new roles and responsibilities.
- **A supportive team**: you'll join a collaborative, friendly, and dedicated team. Staff describe Testbourne as a place where “everyone is in it together.”
- **Strong Leadership**: our senior leaders are visible, approachable, and lead by example – sharing duties and supporting staff every step of the way.
- **A school that lives its values**: we don't just talk about culture – we live it. From trauma-informed practice to recognition, our ethos is embedded in everything we do.
- **Beautiful Location**: located in the charming town of Whitchurch, Hampshire, surrounded by countryside and landmarks like Watership Down, the River Test and the Whitchurch Silk Mill.



Testbourne Community School

Find out more by visiting: [Working with Us - Testbourne Community School](#)

Closing Date for Applications: Noon on Monday 11th May 2026

We reserve the right to interview and appoint candidates before the closing date or scheduled interviews where applicable.

Application forms and a job description are available from the school website www.testbourne.school or alternatively contact recruitment@testbourne.school

Testbourne Community School is committed to safeguarding children and promoting the welfare of children and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure Barring Service checks, along with other relevant employment checks. Testbourne Community School is an equal opportunities employer and no candidate will be disadvantaged because of race, gender, sexuality, disability or any other protected characteristic. All shortlisting exercises are completed by evaluating a candidate's suitability in terms of the person specification and job description for the role in question.