



EXAMS & DATA ADMINISTRATOR

- Permanent
- 22.2 hours per week
- Term Time plus 2 weeks (40 working weeks)
- Actual salary range from £13,271 to £13,695 (based on Grade 14 full-time equivalent salary range of £25,185-£25,989 per annum)

Lead Exams, Drive Data, Make a Difference

We are seeking a highly organised, proactive and detail-oriented Exams & Data Administrator to support the administration of examinations and student data across our successful secondary school.

You will support the Exams and Data Officer, teaching staff and external stakeholders with the administration of examinations and school data systems. The role includes assisting with the day-to-day management of the full examination cycle, helping to ensure JCQ regulations are followed, and maintaining accurate student and school data records. You will support data reporting, assist with improving administrative processes, and provide first-line support for staff using the MIS and related data systems.

This role would suit an organised and reliable individual with good IT and administrative skills. You will be able to work flexibly, manage a varied workload and prioritise tasks effectively to meet deadlines, particularly during busy examination periods. You will also maintain accurate records and handle confidential information responsibly, helping to ensure examination and data processes run smoothly and efficiently.

The successful candidate will have a positive and professional approach, with a commitment to supporting students and working collaboratively with staff, pupils and external agencies.

We can offer you a supportive, inclusive and collaborative working environment with great colleagues, opportunities for professional growth and development, a fantastic pension scheme, free on-site gym, access to Health & Wellbeing Scheme, cycle to work scheme, access to retail discounts via the Blue Light Card, opportunities to travel abroad and within the UK to support school trips and involvement in numerous extra-curricular clubs

Join us and play a vital role in ensuring every student has the best opportunity to achieve.

*Visits to the school are warmly welcomed and encouraged.
Please contact qetrecruitment@quantockedtrust.co.uk for an appointment.*

Closing date: noon on 19 June 2026

Early applications are strongly encouraged and we reserve the right to close the advert should we feel able to appoint an appropriate candidate before the above dates.

The Quantock Education is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We welcome applications from under-represented groups including ethnicity, gender, transgender, age, disability, sexual orientation or religion.

The advertised post is subject to an enhanced DBS check References, Right to Work in the UK, online searches and other pre-employment checks.

For application details and further information please visit:

WWW.QUANTOCKEDTRUST.CO.UK

email: QETrecruitment@quantockedtrust.co.uk

Durleigh Road, Bridgwater, TA6 7HW