



EXAMS & DATA OFFICER

- Permanent
- 37 hours per week, Monday to Friday
- Term Time plus 3 weeks (41 working weeks)
- Actual salary range from £26,088 to £29,248 (based on Grade 12 full-time equivalent salary range of £28,598-£32,061 per annum)

Lead Exams, Drive Data, Make a Difference

We are seeking a highly organised, pro-active and detail-driven Exams & Data Officer to lead all aspects of examinations and student data across our successful secondary school.

You will work closely with our senior leaders, teaching staff and external stakeholders and will take operational responsibility for the full examination cycle ensuring full JCQ compliance and ensure the accuracy, quality and impact of our data systems. You will provide data analysis, lead improvements to workflows, processes and system integration and be the first point of contact for staffing support with MIS and data systems.

This is a key role for someone who is solutions-focused with strong IT and organisational abilities. You will be able to work flexibly with a “can-do” approach and demonstrate sound prioritisation to manage competing demands and meet critical deadlines. You will also be capable of maintaining accurate and robust systems and work ethically to safeguard the integrity, security and fairness of the examination process

You should also have a commitment and interest in the wellbeing, support and achievement of students with the ability to establish positive relationships with pupils, staff 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