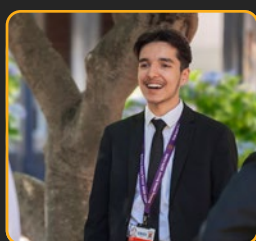




BARKING ABBEY SCHOOL

EXAMS AND DATA OFFICER

RECRUITMENT PACK



WE ARE AN **OUTSTANDING** SCHOOL



BELONG
BARKING

ASPIRE
ABBAY

SUCCEED
SCHOOL

www.barkingabbeyschool.co.uk



GIVE

AND

EXPECT

THE

BEST



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Headteacher's Welcome

Welcome to Barking Abbey school and thank you for expressing an interest in applying for the position of Exams and Data Officer.

For me there are three simple things that I want us to achieve at Barking Abbey school.

First, our motto 'Give and Expect the best' leads us to want to be the best in everything we do. We have some of the best results in the area, we have pupils at the best universities, we have the most pupils on apprenticeships in the entire country, we have basketball players in the best leagues and so much more. We have all of this because we push our pupils and each other to excel. All of us try to be our best every day.

Second, I firmly believe that if you can't see it you can't be it. We want to give our pupils the chance to see successful people of every religion, colour and background whilst they are at school. Whatever their dreams we want to support them and provide the networks and contacts to help them to achieve.

Finally, we want our pupils to have a voice in the world. To be confident enough to express their views and also to have the knowledge to be able to make an effective contribution. The more you know the more powerful you can be in the world.

Sir Tim Brighouse said "If a teacher makes the weather the school creates the climate." and I firmly believe this. It is our role as a leadership team to create the best possible learning environment for our teachers to teach in. In return we expect the best possible teaching from them and our results show this over time. We have created systems and structures that support high quality learning, whilst minimising workload and maximising impact.

If you share our ethos and values and absolutely believe in the potential of all young people then we can offer you the chance to make a difference and change our community for the better, and look forward to receiving your application form and welcoming you to our school.



Tony Roe
Headteacher

The Recruitment Process

All interested applicants must complete the online application form on the MyNewTerm website.

The interview process will be organised to provide a range of assessment tasks and opportunities for candidates to find out more about the school and demonstrate their ability to fulfil the role.

Key Dates

Closing Date for Applications Monday 10th August 2026

Interviews week commencing Friday 14th August 2026

Please note all dates are subject to change.

We warmly welcome visits to the school. To arrange this please email: jobs@barkingabbeysschool.co.uk



Advertisement

Exams and Data Officer

Term Time only plus 10 days

Start Date: September 2026

Scale 6 (Point 18 – £35,520 to Point 20 – £36,585 Full time) Prorated salary range is likely to be approx: £31,337 – £32,276, (dependant on experience, week per year and continuous service).

Based on working 35 hours per week, Term time plus 10 days.

An exciting opportunity has arisen at Barking Abbey School for someone to join our growing exams team due to expansion of the school.

This role is integral to the daily smooth operation of the school and will provide a hardworking, highly skilled and ambitious administrator with great opportunities for growth and development and to gain specialist knowledge and skills around the examination processes and procedures in schools.

The role will be varied, and at times fast paced, enabling the successful candidate to develop skills and specialisms with software, data, and legislation regulations relating to examinations. Please note, occasionally you will be required to assist the Eastbrook Exams Office, depending on the needs of the school.

The successful candidate will have:

- A strong background and experience in administration.
- A can do and positive attitude.
- The ability to prioritise and plan workload and think of innovative solutions to solve problems.
- A commitment to Barking Abbey's high expectations and ethos.
- A desire to work collaboratively and to make a real contribution to the progress of a growing professional service department in school.
- Great communication skills with the ability to manage, manipulate and interpret data.
- Great ICT skills, in particular a willingness to learn and master new software.
- A willingness to work flexibly in a varied role .
- The successful candidate will need to be flexible regarding working hours and location in order to meet the needs of the school in particular during busy exam periods.

In return we can offer:

- A school where we get to know our students and staff well, find out what they are good at and develop their talents.
- A supportive and encouraging staff team.
- The opportunity to access a wide range of CPD opportunities within and beyond school.
- A school which understands the importance of staff well-being and workload management.
- A school where we get to know our students and staff well, find out what they are good at and develop their talents.
- A professional, friendly and supportive working environment.

- A positive ethos with excellent behaviour reinforced by highly visible SLT and centralised behaviour systems.

Barking Abbey is an Ofsted Outstanding heavily over-subscribed dual campus secondary school in the London Borough of Barking and Dagenham, with a well-deserved reputation for academic excellence and a supportive professional environment.

The school is located less than 10 minutes walk from Upney tube and 15 minutes from Barking mainline station.

Barking Abbey celebrates its diversity, and we positively welcome applications from all sections of the community. If you are interested in making a difference in young people's lives whatever your background or history please apply.

We are proud that Ofsted recently judged the school to be Outstanding in all areas. The report states; "This is a large and diverse school where difference is valued. Pupils, and students in the sixth form, are supportive and respectful of each other. Pupils' conduct is exemplary, both inside lessons and around the school. Leaders have established simple and clear rules that everyone understands. Pupils are focused, engaged and participate well in lessons. Staff feel that their workload and well-being has been carefully considered by leaders. They appreciate their open-door policy". (Ofsted, February 2024)

Please click here to find out more information about what it is like to work at Barking Abbey:

<https://www.barkingabbeyschool.co.uk/home/join-us/staff-vacancies/>

Barking Abbey is committed to safeguarding and promoting the welfare of children and is an Equal Opportunities Employer.

This post is exempt from the Rehabilitation of Offenders Act 1974 and a comprehensive screening process, including Disclosure check, will be undertaken on all successful applicants.

Online searches may be conducted for all shortlisted candidates and will be conducted for all successful candidates as part of our due diligence checks.



Job Description

Job Title	Exams & Data Officer
Grade	Scale 6
Department	Exams
Location	Both Campuses
Working Time	Term Time Only (plus ten days)
Line Manager	Senior Examinations & Data Manager

Duties and Responsibilities

Purpose of the Job

To work as part of the examinations team who have responsibility for the administration, organisation and smooth-running of examinations across two sites. Providing general administrative and organisational support to the Senior exams & Data Manager in making sure all examinations run seamlessly throughout the year.

The postholder will be required to work around the days of the examination results in school holidays. It is essential that the post holder is prepared to work flexible hours to complete the job to a high standard and meet deadlines during peak periods. In return, the school is flexible in terms of leave arrangements subject to the needs of the service.

Main Duties and Responsibilities

- To carry out a wide range of administrative tasks as and when necessary to help in the smooth running of the school and the exams provision.
- Data input onto the school's computerised systems and retrieval of information.
- To work as part of the team responsible for all examinations at Barking Abbey, including GCSE, A Level, BTEC and other vocational qualifications alongside any internally set pre-public examinations.
- To download appropriate Basedata from Examination boards.
- To liaise with heads of department on pupil entries.
- To disseminate information about public exams to staff, pupils, and their parents.
- To liaise with staff, parents, pupils and to deal with complaints and queries about public examinations.
- To provide support for the daily running of public examinations including practical's and to inform the relevant members of staff about arrangements that need to be made for furniture in examination rooms.
- To maintain invigilation timetable and provide information about the examination timetable, e.g. dates/ times of examinations and the number of entrants.
- To manage clashes and make appropriate provisions for pupils.
- To plan for all internal examinations including timetable rooming and invigilation. To liaise closely with the cover administrator over issues of invigilation and cover.
- To check DfES statistics and examination results information before publication.
- To retrieve costs of examination entry from absentees and arrange for reviews of marking, reports, and queries about exam results from the examination board.
- To prepare and check student examination fees for each exam period, including updating entry code lists for staff, students, and parents.
- To administrate the collection of re-sit fees for GCE and GCSE and to ensure all payments have been made by set deadlines.
- To record all re-sits fees taken.
- To be present on restricted release and candidate release results days.
- To input all examination entries, vocational registrations and any NEA data on to the school's computerised

student records system and ensuring manual back-up as appropriate.

- To submit entries to examination boards, meeting external entry deadlines and ensuring adherence to regulations of each individual body.
- To print, check and distribute examination timetables and distribute to staff and students.
- To populate seating plans for each examination series and making manual amendments where necessary
- To dispatch NEA samples as prepared by relevant members of staff, keeping an accurate log of items dispatched.
- To receive and check examination papers and materials.
- To make appropriate applications for Special Consideration each exam season, keeping accurate log of applications for audit purposes.
- To set up, start and finish examinations as necessary in accordance with examination body guidelines.
- To be responsible for the deployment of the Invigilators and for their compliance with their duties.
- To prepare and set out classrooms as appropriate for examinations and to distribute Invigilator packs (Instructions for conducting examinations, marker pen, seating plan, additional answer sheets and treasury tags).
- To display all relevant notices in all areas of exams.
- To provide notification of examination results to students and staff as appropriate, always ensuring confidentiality.
- To be responsible for archiving of candidate results, certificates and EAA information. Keeping accurate records at all times.
- To complete BTEC registrations and administration using relevant examining body online tools.
- To input individual unit results by student for BTEC Level 2 and 3 courses.
- To ensure certification claims are made for all BTEC students by the awarding body deadlines.

Data/ Assessment

- To use the school 's assessment and progress tracking systems including the capture of grades from teaching staff.
- To support the work of departments and year teams in developing and. setting up spreadsheets or mark sheets for recording data, in addition to using advanced formulas, look up tables, conditional formatting and calculated fields to interpret the data, predict grades and highlight student performance.
- To support with data entry as required during peak periods.
- To produce examination results analysis in a timely fashion when required.
- To assist with the school's assessment data collection, liaising closely with teaching staff throughout the process.
- Support school staff in developing and analysing pupil progress data as per the school calendar.
- Sourcing and importing KS2 & GCSE results into school software along with SEO.
- Producing assessment templates for staff entries.
- Work alongside SEO to produce half-termly assessment reports for pupil progress tracking.
- Preparing data for departmental self-evaluation, review, and target settings processes.
- Setting targets for pupils under guidance of SLT/SEO.
- To help ensure the school meets all its statutory duties in the reporting of results and to keep abreast of government policies and initiatives regarding student achievement and tracking.

Other Duties:

- To always comply with the school's financial regulations.
- To take an active part in the appraisal process.
- To comply with all relevant Health and Safety regulations and assist the School in the implementation of its Health and Safety policy.
- To comply with and actively promote within their section the Borough's Equal Opportunities Policy.
- To participate in and contribute to the School's in-service training activities.
- To participate in all other duties as may reasonably be required commensurate with the grading of the post.

Person Specification

	Essential	Desirable	How Tested?*
Qualifications			
Good general level of education (to GCSE level or equivalent including Maths and English at Grade C or above)	✓		AF/Cert
Knowledge, Skills and Experience			
Experience of administration	✓		AF/IV
Good organisational and time management skills			AF/IV
Good working knowledge of Microsoft Office packages, particularly Excel	✓		AF/T
Good standard of literacy and numeracy	✓		AF/T
Ability to maintain accurate records, both manual and on a database			AF/IV
Good written and verbal communication skills	✓		AF/IV
Excellent customer service skills	✓		AF/IV
Experience of examinations/knowledge of examining bodies		✓	AF/IV
Personal Attributes			
Ability to communicate effectively with people at all levels in an organisation			AF/IV
Ability to work under pressure	✓		AF/IV
Ability to work effectively as part of a team			AF/IV
Ability to work unsupervised at times and use own initiative	✓		AF/IV
Willingness to work flexibly when required	✓		AF/IV

*Evidence of criteria will be established from:

AF = Application Form

IV = Interview

T = Test (Skills test)

Cert = Certificates to be checked after job offer

Our Ethos and Values

BRAVERY **E**XCELLENCE **S**ELF-DISCIPLINE **T**EAM-BA

The Barking Abbey way is to give and expect the **BEST**.

We asked pupils to select three words that describe Barking Abbey to them. The most popular responses became the core values of our school.

BELONG
BARKING

ASPIRE
ABBEY

SUCCEED
SCHOOL

Our vision is to provide a happy, caring and stimulating environment where all students will recognise and be given opportunities to maximise their potential – academically, spiritually and socially - and ensure that they are well equipped to meet the challenges of education, work and life.

Barking Abbey aspires to:

- Develop confident, articulate, assertive young people.
- Foster well-rounded, empowered, resilient, independent young people.
- Nurture young people who will go out and change the world for the better.
- Enhance opportunities through creating an inspirational learning environment where all students aspire to achieve their potential - ensuring that no student is left behind.
- Raise aspirations – giving students the necessary tools to explore and be who they want to be.
- Encourage individuals to be adaptable, aspirational and unafraid to question and evaluate.
- Engender a sense of belonging, and of pride in the school, themselves and their wider community.

Barking Abbey is a heavily over-subscribed split site secondary school in the London Borough of Barking and Dagenham, and has a well-deserved reputation for its friendly and supportive atmosphere and its excellent academic achievements. With a large KS5 provision and an Additional Resourced Provision (ARP) on both of our campuses, the school provides a varied role for the right individual.



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 Sandringham Road
 Barking
 Essex
 IG11 9AG

Longbridge Campus
 Longbridge Road
 Barking
 Essex
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www.barkingabbeysschool.co.uk

