



# HOE VALLEY SCHOOL

## EXAMS AND DATA ADMINISTRATOR JOB DESCRIPTION AND PERSON SPECIFICATION SALARY: £25k to £30k actual salary

### The School

*“Hoe Valley School is an inspiring environment at the heart of its community where every student’s experience is personalised. Our students will learn to think independently, pursue their ambitions and achieve their highest potential.”*

### Hoe Valley School is

- An oversubscribed secondary school that opened in September 2015 to serve the local community of South Woking
- Delivering innovative and exciting lessons to years 7-13
- Committed to ensuring our students leave us with excellent academic outcomes, the skills to be ‘work-ready’ and the traits of excellent global citizens
- Following the National Curriculum, where Maths and English are taught every day
- A Google School with ICT fully embedded in all curriculum areas
- Committed to learning which is relevant with links to the ‘real world’ of business, higher education and the local community
- In a state of the art, new School completed in September 2018 on Egley Road, Woking
- Committed to supporting our staff to have a good work / life balance by offering longer school holidays, bespoke CPD programmes, minimising paperwork and meetings, and ultimately by trusting our staff to deliver excellent outcomes

### The Role

To support the Exams and Data Officer in the administration of internal and external examinations, as well as the processing of school data. The Exams and Data Administrator will have experience in data analysis and manipulation using Excel or equivalent, and will be a confident decision-maker in a fast-paced environment.

### Role Information

**Contract:** Permanent. Term time plus 2 weeks in school holidays

**Hours:** Monday to Friday 8:00-4:30pm

**Salary:** £25k to £30k actual salary (£27,972 to £33,566 FTE)

**Start date:** 1st September 2026

**Responsible to:** Exams and Data Officer and ultimately the Head Teacher

## **Core Responsibilities**

### **To support with the running of internal and public exams, including:**

- Setting up the exam boards and internal base data;
- Preparing, collating and cross-checking the Heads of Faculties entries prior to submission to the exam boards.
- Preparing and collating private candidate entries including statement of entries, student ID verification, timetables and candidate cards.
- Preparation for any exam season, internal or external, including setting up the master folders, and master timetable, generating candidate cards, registers, etc.
- Producing access arrangement forms for the exams, and liaising with SEN over Access Arrangements.
- Coordinating the photocopying of internal exam papers.
- Generating documents relating to NEAs, including mail merging documents.
- Supporting the Exam and Data Officer with the running of all the exam seasons

### **To support with the School's reporting process through management of data:**

- Modifying SIMs marksheets
- Ensuring Sims mark-sheets are available to the teachers in advance of data drops
- Ensuring Sims mark-sheets are correctly set up for each data drop
- Creating and producing the student reports, for checking and validating, prior to the reports being sent to parents
- Manipulating and uploading data to 4Matrix, FFT and Department of Education Websites.
- Helping generate summary data for the Senior Leadership Team and Heads of Faculties

### **Additional Roles**

- Liaise with staff, parents/carers and external agencies, as appropriate, sharing information as directed and ensuring local procedures are followed
- To deal with all confidential matters with tact and discretion
- Follow the School's policies and procedures in the event of an emergency and attend relevant training
- Support with School events as requested by the Exams and Data Officer
- Any other duties as requested by the Exams and Data Officer
- Contribute to the overall ethos, vision and aims of the School
- Appreciate and support the role of other professionals
- Attend relevant meetings as required
- Participate in training and other learning activities as required
- To carry out the above duties in accordance with the School's Safeguarding Policy.

The above list is not exhaustive and may be subject to amendment in due course in discussion with the relevant employee.

## PERSON SPECIFICATION

Essential	Desirable	Assessment Criteria
<b>Qualifications &amp; Competencies</b>		
Minimum 3 A levels with GCSE English and Maths Grade C / 4 or higher		Application form, interview
Evidence of successful sustained employment in a comparable working environment in administration support	Experience working within an educational setting with an understanding of administrative processes.	Application form, interview
	Experience of handling confidential and sensitive information	Application form, interview
ICT literate with confident proficiency in a range of applications,  Confident in Excel spreadsheets & Microsoft Word	Experience of using Google suite of applications in a working environment, Experience of using SIMS MIS software.	In tray Exercise - Simple Excel formula, mail merge
<b>Skills and Attributes</b>		
<p>Alignment with HVS Values:</p> <p>C - Courtesy : model the calm behaviours expected of others in terms of consideration, professionalism, trust and respect</p> <p>I - Integrity : fair and honest, trustworthy, committed to earn success through hard-work</p> <p>R – Resilience: Not giving up when times are tough, demonstrating endurance</p> <p>C - Community : A strong sense of responsibility to the community to improve the quality of the local environment for its residents</p> <p>L - Leadership : show leadership in thought and action, being open to new ideas and overcoming adversity to achieve success; communicating effectively</p> <p>E - Enthusiasm : a positive attitude towards life, passion, curiosity and a lifelong love of learning</p>		Application form, interview & reference

Excellent organisation skills with the ability to multi-task and effectively prioritise		Intray exercise - priority list
Strong attention to detail where only the best is good enough		Application form, interview & reference
Excellent interpersonal skills with strong levels of numeracy and written and oral communication		Application form, interview & reference
Able to adapt to find practical solutions to problems		Application form & interview
Ability to remain calm, good humoured and strategic in challenging contexts		Application form & interview
Commitment to the ethos of the School		Application form & interview
<b>Safeguarding</b>		
2 satisfactory written references including from current/most recent employer		Application form & reference
A satisfactory enhanced DBS check		