



DATA AND EXAMS ASSISTANT REQUIRED

Term Time + INSET days
20-25 hours per week
(Working days flexibly worked over 3 to 5 days)
Pay Grade: DGS3 – £24,513fte

For an application form contact Michelle Bexley on
01322 223039, Ext 146
Or by email: mbexley@dartfordgrammarschool.org.uk

Closing Date: Monday 29th September 2025 at 9am
Interviews to take place week commencing 29th September 2025
Start Date: October 2025

We are seeking applications from an enthusiastic and committed professional, to assist the Data and Examinations Manager by taking responsibility for SIMS and IBIS data inputting. A good understanding of the examination process is desired, but not essential as full training will be provided.

We are keen to hear from you if you:

- Are highly organised and can meet deadlines consistently
- Have a keen eye for detail
- Work well in a team environment or independently
- Bring positivity and a sense of humour to your work

Dartford Grammar School is a selective secondary academy for boys, which admits girls to its sixth form. There are six forms of entry to Year 7, and all of the students joining the school are from the top 25% of the ability range. The current roll is 1,535, including 618 in the sixth form.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An enhanced DBS check is required for all successful applicants.

Headmaster: Mr J C Metcalf BA MA

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