



Exams and Data Administrator Invicta Grammar School



1. INTRODUCTION

1.1. OUR TRUST

Our Academy consists of an exceptional cluster of primary and secondary schools at the heart of our local community, based in the Maidstone and Malling area of Kent. The Trust was legally established as a Multi-Academy Trust on 10 March 2011.

VIAT believes in the benefits of cross-phase education, whereby all pupils, regardless of background, have a broad curriculum by specialist teachers across all ages; thereby enabling children to master the knowledge and skills they need to achieve their full educational and personal potential.

Our team work tirelessly to ensure that every child can be the best they can be, along with providing an innovative and interactive curriculum based on the arts and academia; we aim to be at the forefront of developing new approaches to learning, embedding the 'mastery' approach to teaching and learning, securing the very best outcomes for pupils. Our children only get one chance in their education, and it is our responsibility to provide the very best for them.

All our schools have a strong, inclusive and cohesive ethos reflecting on the school's world-class vision; staff and pupils are inspired to embed the values of respect and resilience, while developing personal character through additional wider curriculum activities and opportunities which motivate them, enable them to grow in confidence and cultivate thinking skills and creative potential beyond typical expectations.

This secure foundation ensures an ethic of aspiration, a broader commitment to, and proactive engagement in, wider society; enabling our pupils to be fully ready – academically and personally – for their transition from primary into secondary school and a life-time of influence beyond.

1.2. OUR VISION

The Trust Vision is to:

- Aspire to be an exceptional cluster of primary and secondary schools at the heart of our local community.
- Achieve our vision by bringing together a family of local schools - each with its own context, ethos, strengths and areas for development - to work together to enable every single child, and every member of our team, to be the very best they can be.

The Goals of the Trust are to have individuals who:

- Are lifelong learners of character.
- Are creative thinkers and innovators.
- Are collaborative and independent problem solvers.
- Are responsible and active role models/citizens.
- Have a global outlook.

1.3. OUR ETHOS

At Valley Invicta Academies Trust, we put the children we teach at the very centre of all we do. We are deeply aware that children only get one chance at their education. Our staff, equally, are at the heart of our schools. Parents/carers and governors are proactively involved in school life, and the local, national and international community are an integral aspect of student and staff engagement.

Teamwork lies at our core: our entire community – students, staff, and parents work together and recognise the roles they play and the strengths they bring. Everyone has their voice heard; everyone is nurtured and cared for. We are ambitious and work hard to help enable excellence for all.

1.4. OUR VALUES

- Integrity;
- Collaboration;
- Excellence.

1.5. INVICTA GRAMMAR SCHOOL

Invicta Grammar School is a popular and outstanding 11–18 selective girls' school which welcomes boys into the Sixth Form. With over 1600 students on roll, including nearly 400 in the Sixth Form, our school is widely recognised as a beacon of excellence, innovation and collaboration.

Invicta is committed to the quality of care and education for all students and, through personal development, we prepare our students for the world of work in the modern world. I hope you share our excitement for the range of opportunities on offer and our passion for the Art, Music and Sport as we strive to give our students the best chance to develop confidence, leadership and emotional intelligence.

At Invicta, we seek to develop the skills, talents and interests of all our students as individuals. We have high expectations and high aspirations for all, and our vision is one of academic excellence in a supportive, inspiring and caring environment. Our students love learning and achieve outstanding examination results, making us the best secondary school in Maidstone and a national centre of excellence.

If you are passionate about working in a dynamic team to provide inclusive support to enable students to have full and effective access to the secondary school curriculum, we would love to hear from you.

Come and join our dedicated team of professionals who are always willing to support new staff in the best interests of our students. Our school continually evolves in our drive for excellence; we aspire to provide Outstanding Care, Outstanding Education and Outstanding Opportunities. New opportunities, including career progression, are actively sought for all staff across the school. Collaboration with like-minded colleagues across the Multi-Academy Trust (VIAT) is set up to provide: networking, support, quality assurance and friendship. If you think you would thrive in this environment, we want to meet you.

To learn more about Invicta Grammar School, please visit our website www.invicta.viat.org.uk

To apply, please download a copy of the application form and email it to: n.fitzgerald@invicta.viat.org.uk

2. PERSON SPECIFICATION		
AREA	ESSENTIAL	DESIRABLE
Qualifications	<ul style="list-style-type: none">• Good literacy and numeracy skills, ideally to NVQ level 2, e.g. GCSE grade C+/4+ or beyond.	<ul style="list-style-type: none">• Good general level of education, ideally to level 3 or beyond.
Experience	<ul style="list-style-type: none">• Strong administrative experience in a busy office environment.• High levels of accuracy and attention to detail when handling data.	<ul style="list-style-type: none">• Experience working with MIS systems (eg SIMS, Arbor, Bromcom, iSAMs) or willingness to learn.• Previous experience of working within a school or educational setting.

	<ul style="list-style-type: none"> • Proficiency in Microsoft Office (especially Excel) and good IT/data processing skills. • Experience working to tight deadlines and prioritising workload effectively. 	<ul style="list-style-type: none"> • Experience with exam administration or familiarity with JCQ regulations. • Training or certification in data management, exam administration, or office systems.
Skills and Competencies	<ul style="list-style-type: none"> • Excellent organisational and time-management skills. • Strong written and verbal communication skills. • Ability to maintain confidentiality and handle sensitive information. • Problem-solving skills, especially under pressure during exam seasons. • Ability to work independently and collaboratively as part of a team. • Ability to analyse data and identify errors or inconsistencies. • Calm and professional approach when dealing with students and staff. 	
Personal Qualities	<ul style="list-style-type: none"> • Reliability, flexibility, and a positive attitude. • Commitment to supporting young people's education. • Demonstrate integrity and discretion at all times. • Willingness to work additional hours during peak exam periods, if required. • Commitment to equality, safeguarding, and promoting the welfare of students. 	

Please note that for the successful candidate, relevant training will be given, as appropriate.

3. JOB DESCRIPTION	
Job Title	Exam and Data Administrator
Grade	VIAT 5 Points 21-24 £27,307-£29,099
School / Department	Invicta Maidstone
Base	Invicta Maidstone
Hours	Full-time: 37 hours per week, Monday - Friday
Reports to	Exams Officer and the Management Information Officer
Accountable to	Deputy Headteacher/Head of School/Headteacher

3.1. JOB SUMMARY

To provide high-quality administrative support for all aspects of examinations and school data management. The postholder will assist with the smooth running of examinations, support with maintaining accurate and secure school data, and contribute to the efficient delivery of statutory returns. They will work closely with the Exams Officer and the Management Information Officer and support staff, students, parents and external agencies with timely and accurate data.

3.2. KEY WORKING RELATIONSHIPS

- Leadership Group;
- Head of Year;
- Lead Teachers;
- Teachers and Students;
- Exams Officer and Management Information Officer.

3.3. KEY WORKING AREAS

Examination Administration

- Assist in the organisation and delivery of examinations.

Data Management

- Maintain accurate school data on the school MIS (e.g., SIMS, or similar).
- Support with data collection, retrieval and processing.

Administrative & General Duties

- Maintain efficient electronic and paper filing systems in line with GDPR and school policies.
- Provide administrative support for school assessments.
- Assist in generating data required by the Leadership Team, Lead Teachers, pastoral leaders, governors, and external agencies.
- Undertake training as required to stay updated with JCQ and DfE regulations.
- Any other reasonable duties commensurate with the grade and role.

3.4 SAFEGUARDING

VIAT is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

3.5 EQUALITY AND DIVERSITY

The Trust is committed to valuing diversity in employment, service delivery practices and its general environment. All leadership posts within the Trust expect that each individual will take responsibility for promoting inclusive and accessible service provision, staff development and a culture that values and respects difference.

3.6 STATEMENT

The list of duties in the job description should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job, and, in addition, as a term of your employment, you may be required to undertake various other duties as may reasonably be required.

Your duties will be set out in the above job description, but please note that Valley Invicta Academies Trust maintains the right to update your job description from time to time, to reflect changes in or to your job. You will be consulted about any proposed changes.

Signed		Date	
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