

**CONTEXTUAL INFORMATION**

Stratford-upon-Avon School is a large popular comprehensive school with a student roll of around 900 students. A breadth of different student qualifications is taught from Year 9 to 13 and typically includes GCSE, BTEC, Cambridge Nationals and A Levels.

The Examinations and Data office already has a proven sound infrastructure. Policies and procedures exist and the main office is well resourced and organised. The Data and Exams Administrator will work under the leadership of the Data Systems Manager and alongside the Examinations Officer.

The role of Data and Exams Administrator is a diverse one balancing the demands of both Data and Examinations requirements.

The post is well suited to a highly organised person with a systematic approach to successfully completing a range of tasks. The ability to work alongside a large team of people is important, and effective communication with a number of different staff involved in the examination process is essential. The post requires flexibility, a dynamic approach to work and the adaptability to adapt. Strong personal resilience, both physically and mentally, are essential.

**Working Hours**

The post is based on an average of 12.5 hours per week as an annualised contract for 500 hours over an academic year - 40 Weeks made up of 38 weeks (term time) and 1 week of Staff Learning Days plus the equivalent of 1 week to be worked during the school summer holiday to support Examinations Results Days. Hours are flexible to meet the needs of the business and requires the post holder to work longer hours during the peak periods:

Normal periods working pattern: based on working 10 hours over 2 days a week (Week A - Wednesday and Thursday, Week B – Wednesday and Friday) 09:30 – 14:30

Normal periods are based on 30 weeks a year.

Peak periods working pattern: based on working 18.75 hours over 2.5 days a week, with the half day working either Thursday/Friday depending on Week A or Week B. Full day: 07:30 – 15:40/Half Day: 07:30 – 11:15

Peak periods are based on 10 weeks a year.

**Holiday Arrangements**

This is primarily a term time post and personal leave is not allowed during term time. (See Appendix 2 in the job description for further details)

In the case that the successful candidate already has holiday arranged when offered the post, and if it is declared at this time, we honour the arrangement.

**Induction and Professional Development**

An induction programme will be developed for the successful applicant and a programme of support and training will be given. After the induction period, a planned professional development programme will be agreed, linked to the competency-based performance review system, which is carried out in school for all staff.

**The Organisation of Staff at Stratford upon Avon School.**

There are just over 220 staff employed at the school, with slightly over half being support staff. We aim to be a cohesive, inclusive workforce, and we operate in a professional environment of respect, with the overriding purpose for every post in the school being to support the learning of our students.

The line manager for this post will be the Data Systems Manager, who reports to the Deputy Head Teacher for Data and Assessment.

We take seriously the wellbeing of our staff and believe that everyone has a vital contribution to make to the life and vibrancy of the school. We operate a wellbeing programme; all staff have the opportunity to be involved in school improvement activities, and to contribute to pupil development through co-tutoring, mentoring and other areas appropriate to their role and expertise. Other opportunities involve running extra-

curricular clubs, accompanying school trips, leading an assembly, getting involved in sport (e.g. staff half-marathon team), and participating in staff social events.

**Start Date**

It is anticipated that the successful candidate will be able to start as soon as possible. However, we will always appoint the individual whom we believe to be the best person for the job, and if there is a delay whilst extended notice is worked, then that is accepted.

**Interviews**

A date for interviews has not yet been fixed but will be within 2 weeks of the closure of the advertisement.

Stratford-upon-Avon School is a friendly school, with high expectations for the attainment and behaviour of our students, and with a supportive ethos for all staff.

I hope you find this opportunity of interest, and we look forward to receiving your completed application form. Meanwhile if you have any questions or queries about the post, please contact me at the school, on telephone 01789 268051.

Kay Ault  
Data Systems Manager  
April 2024