

APPOINTMENT OF EXAMINATIONS, DATA & ACCESS ARRANGEMENTS COORDINATOR

CONTEXTUAL INFORMATION

Stratford-upon-Avon School is a large popular comprehensive school with a student roll of approximately 1950 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 has an established infrastructure, with policies and procedures in place and a well-resourced main office. The team works under the leadership of the Data Systems Manager and includes the Examinations Officer and Data/Exams administrative support.

This vacancy is a development of the existing Exams and Data Administrator post. It is intended to strengthen the team by bringing formal coordination of Access Arrangements alongside examination and data administration. The full combined role therefore has three closely linked strands: Access Arrangements coordination, examinations administration and school data/MIS support.

A flexible appointment

Candidates do not need to be an existing qualified Access Arrangements assessor: the coordination role is distinct from specialist assessment, which will remain with an appropriately qualified assessor unless, and until, a postholder gains the required qualification and is formally authorised.

What the role involves

The Access Arrangements element is a substantial coordination and case-management responsibility. It includes managing referrals, gathering evidence of normal way of working, maintaining candidate files, processing and tracking applications, liaising with the qualified assessor, monitoring deadlines and ensuring that approved arrangements are translated into practical examination delivery.

The examinations element includes supporting entries, timetables, rooming, invigilator deployment, secure examination materials, examination-day operations, results and other regulatory administration. The data element includes supporting the Data Systems Manager with the MIS, data captures, reports, census processes, imports/exports and general data housekeeping.

The role is well suited to a highly organised person who enjoys making complex processes work. Strong communication, careful record keeping, discretion, resilience and the ability to remain calm under pressure are important. Experience in a school or college would be helpful, but we are also interested in candidates with strong transferable administrative, regulatory, case-management or data skills.

Working Hours

The post is for 37 hours per week, based on 8:00am to 4:10pm Monday to Thursday, 8:00am to 3:40pm on Fridays, with some flexibility to these times in agreement with the line manager. Working weeks consist of 38 weeks of term time, 1 week (5 days) of staff learning days and 1 week (5 days) for summer results days. Actual summer work arrangements will be in agreement with the line manager.

Holiday Arrangements

This is primarily a term-time post and personal leave is not normally available during term time. Full details will be set out in the contract and job description. Where a successful candidate has a pre-existing holiday arrangement that is declared at the point of appointment, the school will consider it in accordance with normal policy.

Induction and Professional Development

A structured induction and training programme will be provided. For a postholder leading Access Arrangements, this will include appropriate Access Arrangements Coordinator training and ongoing JCQ-focused professional development. There may also be scope, by agreement and subject to school need, for future progression towards specialist assessment qualifications.

The Organisation of Staff at Stratford upon Avon School

There are over 240 staff employed at the school, with slightly over half being support staff. We aim to be a cohesive, inclusive workforce and operate in a professional environment of respect, with the overriding purpose of every post being to support the learning of our students.

The line manager for this post will be the Data Systems Manager. The postholder will work especially closely with the Examinations Officer and, for Access Arrangements, with Inclusion/SEND colleagues and the school's qualified assessor.

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 and encourage staff to contribute to school improvement and wider school life where appropriate to their role and expertise.

Start Date

It is anticipated that the successful candidate(s) will be able to start as soon as possible. However, we will appoint the individual or combination of candidates whom we believe best meets the needs of the role and will take reasonable account of contractual notice periods.

Interviews

Interviews will normally take place within two weeks of the closing date.

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

We hope you find this opportunity of interest and look forward to receiving your completed application form. If you have questions about the role, please contact the school on 01789 268051.

Kay Ault
Data Systems Manager
October 2026