Queen Elizabeth's High School

An 11-18 Grammar School. Original Charter 1589.

Vacancy Information Booklet

Exams and Data Manager

Permanent, 37 hours per week, 42 weeks per year

To commence January 2027

Grade 6, Points 15 - 18 (£31,015 – £33,673 pro rata)

Actual salary £28,564 - £31,710

Queen Elizabeth's High School is entirely committed to safeguarding and promoting the well-being of all of its students. Each student's welfare is of paramount importance. Successful candidates are therefore required to reveal information concerning all convictions and offers of employment will be subject to an enhanced background check by the Disclosure and Barring Service (DBS).

Closing Date: 08.00 on 30 November 2026

Interviews to be held week commencing 7 December 2026

The school reserves the right to end the recruitment process early in response to applications received.

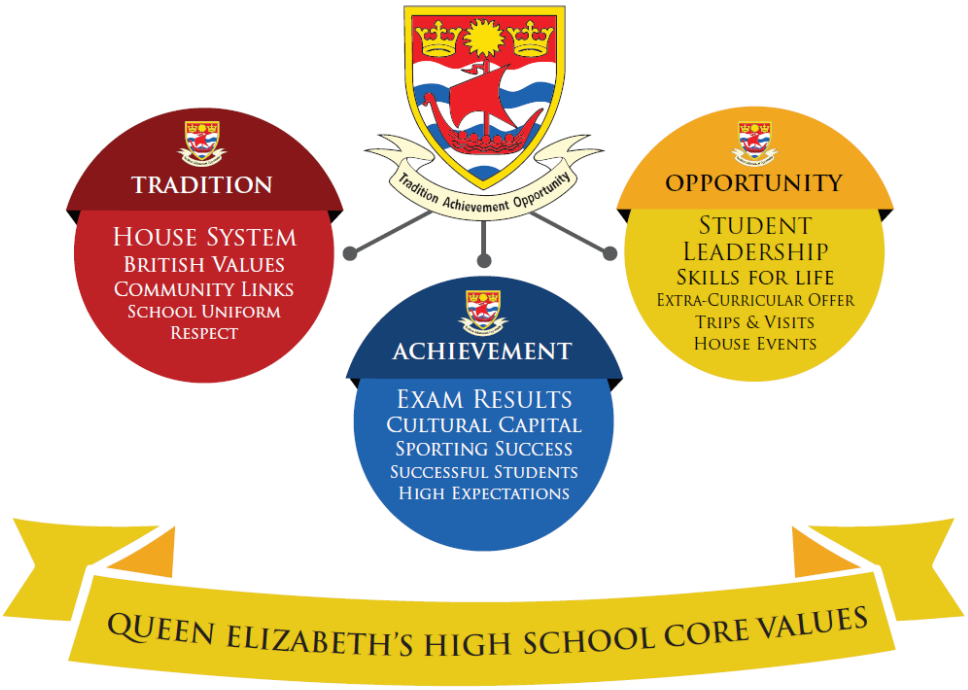


School Vision

At Queen Elizabeth's High School, we aim to offer an outstanding education and to be the destination of choice for academic excellence. This is achieved by providing an environment in which students are academically challenged, well cared for, and are afforded access to a broad range of fulfilling and enriching co-curricular activities.

School Motto and Values

Tradition Achievement Opportunity



At Queen Elizabeth's High School we aim for high standards in all we do.

- We strive to fulfil the potential of each student.
- We aim to achieve this through a carefully planned, broad education in which enthusiastic teachers use a variety of teaching styles in activities inside and outside the classroom.
- We aim to maintain a friendly and caring atmosphere in which students and staff share a mutual respect.
- When they leave Queen Elizabeth's High School we want students to be well-balanced adults, inspired to continue their learning and able to contribute positively to society.
- Queen Elizabeth's High School is committed to the highest possible standards of child protection.

The selection criteria for student admission to QEHS in Years 7-11 benefits children of staff who have worked at our school for more than two years, or who are recruited to fill certain key posts. See the full Admissions Policy on our school website (www.qehs.lincs.sch.uk).

What Ofsted said…….

In December 2023, the school was inspected by Ofsted. QEHS has been graded as '*Good*' in all five of the inspection categories: The Quality of Education, Behaviour & Attitudes, Personal Development, Leadership & Management, and Sixth Form Provision. Therefore, the overall effectiveness of the school is a strong '*Good*'.

The inspection team rightly noted that QEHS is a school where expectations around what students can achieve are high, and that students thrive on this challenge and are successful in their academic studies. Just as importantly, it is recorded that students '*…get on well together and enjoy each other's company'* and that interactions with their teachers are similarly positive and productive. Above all, students attending QEHS were seen to be benefitting from an ambitious curriculum and '*…a rich educational experience'* that serves to develop their confidence, character and to broaden horizons.

The QEHS Learner Standards

We are committed to working together as a school to ensure that students enjoy and achieve in all of their endeavours. Learning is at the heart of our thinking as a community and we encourage students to grasp opportunities in order to broaden their knowledge, skills and understanding. To support this, we have developed the **QEHS Learner Standards**. These standards set out to identify three key areas of focus for learning and are used as a framework for all that we do.

The **Learner Standards** are as follows:

1. **Behaviour for Learning**
2. **Learning to Learn**
3. **Leadership for Learning**















The Vacancy

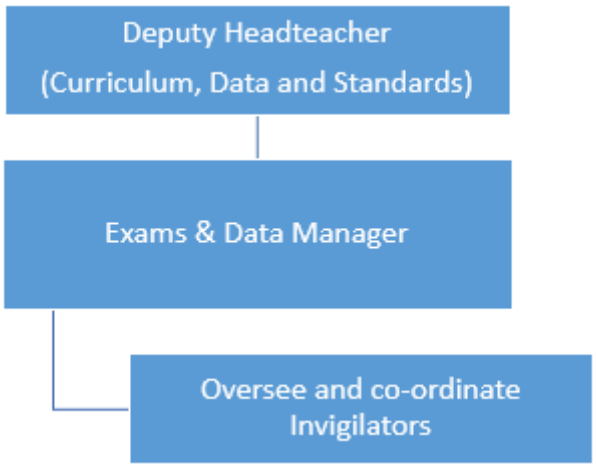
An exciting opportunity has arisen at Queen Elizabeth's High School for a highly motivated and enthusiastic individual to take on the role of Exams and Data Manager.

As Exams and Data Manager you will be responsible for managing the efficient and effective administration of all internal and external examinations within the school, including liaising with staff, students, parents/guardians, invigilators, examination boards, JCQ and other educational organisations as required. You will lead in the development, management, and maintenance of the school's Management Information Systems to ensure timely and objective use of data to further drive school improvement.

We seek to appoint an individual with high educational standards and excellent interpersonal skills. It will be advantageous for the successful candidate to have experience of working in an educational setting and be able to demonstrate strong and confident computer skills. The post holder must have recent experience of administering or managing exams in an educational context. Previous experience as an administrator is essential as is experience of a similar senior administrative role. The post holder must be able to work with initiative and foresight to a very high standard and will have experience of working to meet strict deadlines.

The salary scale for this post is G6. Starting salary is £31,015 – £33,673 pro rata which equates to £28,564 - £31,710 p.a. Our LGPS employer contribution is currently 17.8%.

TEAM STRUCTURE:



MAIN DUTIES – EXAMINATIONS	
1	Manage arrangements for the overall smooth running of internal and external examinations, ensuring that all related administration and preparation is undertaken.
2	Manage SIMS Examinations Organiser module, maintain course links in SIMS Course Manager and produce reports from SIMS Assessment Manager and SIMS.net or the equivalent on any new MIS.
3	Liaise with Heads of Departments and other teaching staff as required to ensure accurate student examination entries and registrations.
4	Disseminate examination information to staff, students, parents/guardians and invigilators. This includes examination and invigilation timetables, regulations, guidelines and any correspondence relating to results queries.
5	Complete examination entries, check and securely store examination papers and send completed scripts to external examination boards.
6	Liaise with examination boards to ensure efficient and appropriate administration of all examinations and NEA requirements, including ensuring compliance with examination board rules and controlled assessment requirements. Ensure any changes or updates are highlighted to the Leadership Team.
7	Manage and coordinate the school's exam invigilators, including training and ensuring up-to-date information is provided for them.

8	To be responsible for the preparation of examinations, including room set up, attendance registers, providing and checking seating plans and any stationery/resources requirements.
9	Make arrangements for the specific needs of individuals (e.g. SEN) and any external entrants.
10	Liaise with the Finance Office as required in relation to the examination budget and any invoicing requirements for appeals, reviews or external candidates.
11	Download examination results and provide data on examination entries and results for the Leadership Team and teaching staff as appropriate.
12	Ensuring annually changing JCQ and Awarding Organisation guidelines and procedures are followed at all times to meet the criteria for JCQ inspections and the requirements of Awarding Organisations.
13	Support the Leadership Team in maintaining accurate school examination policies and risk assessments to meet statutory requirements as defined by JCQ.
14	Maintain well organised records in relation to the exams process and any subsequent appeals, queries and investigations.
15	Update value added marksheets in the MIS. Ensure that EDI files and results files are uploaded to organisations such as CEM to facilitate timely examination analysis.
16	Update the MIS with any grade changes following re-marks or re-sits.
17	Ensure permissions are in place as required to use students' results data for purposes such as the production of references for students and return of scripts for staff training purposes.
18	Update exam awards in Exam Organiser and enter results for candidates new to the school into the MIS.
19	During exam periods it is likely there will be a requirement to work extra hours. These extra hours may be taken as TOIL during a quieter period as dictated by the role and agreed by line manager. There will be a requirement to be in school for exam results weeks and for priority appeals.
MAIN DUTIES – DATA	
1	Assist the Office, Admissions and Medical Needs Manager with the management of the school's MIS system by: - Supporting with the completion of year-end procedure on the school's MIS - Supporting with the accurate and timely submission of the school's student census - Undertaking training where required to identify the most effective use of relevant modules
2	Ensure the streamlining and effective delivery of data and information to best support the efficient day-to-day running of the school.
3	Complete all data collection work in accordance with the school's academic assessment calendar, including setting up of templates/marksheets, generation and maintenance of student reports, uploads, and emails to parents/guardians, uploads to third party analysis software (SISRA) and support target setting using FFT Aspire /ALPS.
4	Provide specialist data support and training for staff as required.
GENERAL	
The duties and responsibilities in this job description are not exhaustive. The postholder may be asked to perform other duties, which reasonably correspond to the general character of the post and are commensurate with its level of responsibility	
Ensure an efficient and effective customer service to students, staff, parents/guardians and outside agencies.	
Evaluate and improve own practice, which may lead to improvements in the day-to-day running of the school and to take responsibility for personal professional development.	
A commitment to supporting the vision and aims of the school.	
The postholder is required to take personal responsibility for contributing to organisational transformation and changes in ways of working, maximising the benefits and efficiencies for both internal and external customers, including the promotion and use of self–service to achieve maximum cost effectiveness. The postholder is expected to work to the Lincolnshire County Council Core Values and Behaviours and to carry out the duties in accordance with Lincolnshire County Council policies.	
Safeguarding - All employees need to be aware of the possible abuse of children and vulnerable adults and if you have concerns you need to follow the Lincolnshire County Council Safeguarding Policy. In addition, employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.	

PERSON SPECIFICATION

Requirements	Where identified*	Essential	Desirable
High level of experience of working with MIS with the ability to advise on its use, schedule lessons and to produce and manipulate data.	A	✓	
Experience working in an educational setting.	A, I	✓	
Excellent working knowledge of Microsoft Office Package.	A, T	✓	
An ability to communicate effectively both verbally, electronically and on paper with all stakeholders.	A, T, I	✓	
Recent experience of administering or managing exams in an educational context.	A, I	✓	
Extensive experience of working with information systems.	A	✓	
Working knowledge of SISRA.	A		✓
Experience of producing, analysing and presenting data.	A, T, I	✓	
Preferably 2-3 years' experience of a similar senior administrative role.	A, I	✓	
5 GCSEs including English and Maths (or equivalent).	A, I	✓	
A Levels or Level 3 (or equivalent qualification).	A, I		✓
Ability to work quickly and accurately on own initiative.	A, T, I	✓	
Excellent inter-personal and organisational skills which will be used to manage complex situations in achieving successful outcomes.	A, T, I	✓	
Meticulous attention to detail and high degree of accuracy.	A, T, I	✓	
Ability to be creative, adaptable and flexible depending on the needs of the situation.	A, T, I	✓	
Ability to work both independently and as part of a team to ensure tasks are achieved.	A, T, I	✓	
Ability to scrutinise data and recognise potential inaccuracies or anomalies and investigate/resolve.	A, T, I	✓	
Ability to analyse data and produce relevant, user-friendly reports.	A, T, I	✓	

*A = Application form T = Test/Assessment I = Interview P = Presentation

HOW TO APPLY

We believe that QEHS is a great place to work. Please read the information in this booklet and have a look at our website. Should you wish to apply, application details are available on our school website (www.qehs.lincs.sch.uk) or by emailing a request to recruitment@qehs.lincs.sch.uk.

A letter of application is required to accompany the formal application form. This letter must be limited to two sides of A4 paper and is an opportunity for you to explain how you believe your own experience equips you for the post and for you to outline how you would approach this role at QEHS.

You are also welcome to telephone 01427 612354 if you have any questions about the post / and or you would like to arrange a visit to the school.

Completed applications should be submitted by email to recruitment@qehs.lincs.sch.uk by **08.00am on Monday 30 November 2026.** We will contact your referees for a reference before the interviews and, for shortlisted candidates, the references will be taken into account in deliberations at the conclusion of the final panel interviews. **Interviews will be held week commencing Monday 7 December 2026.**

Candidates are required to bring to interview evidence of all relevant qualifications listed on their application as well as certificates for A Level, degree, teaching and other qualifications acquired. Please also bring proof of identity, including at least one item of government issued *photographic* evidence (current passport or new style UK driving license). A list will be provided detailing which documents can support your application. Please be aware that at least one document should include your National Insurance number. Candidates will also be provided with a self-disclosure form. This will allow them the opportunity to disclose and fully explain any information with regard to disciplinary sanctions, and/or anything they are concerned might appear on their DBS, etc.

Queen Elizabeth's High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be subject to an enhanced DBS check.

Queen Elizabeth's High School is committed to equal opportunities and staff development. We aim to ensure that no job applicant or employee receives less favourable treatment because of race, colour or nationality, gender, marital status, religion, disablement or criminal record. Members of staff are expected to set a good example in their appearance and smart office dress is a good guide for all staff.

QEHS and Lincolnshire Children Services are committed to
the highest standards of child protection and staff development.

Queen Elizabeth's High School

Morton Terrace · Gainsborough · Lincs DN21 2ST · Tel (01427) 612354
Website: www.qehs.lincs.sch.uk Email: office@qehs.lincs.sch.uk
HEADTEACHER: Mr R M Eastham, BSc (Hons), MEd, NPQH