



West Kirby Grammar School

Exams & Data Officer

September 2025

SCP 15 - 18 – Term Time plus 3 weeks

Graham Road, West Kirby, Wirral. CH48 5DP

www.wkgs.org

Contents

Advertisement	3
Job Description	4
Person Specification	6
Life at WKGS	7

Advertisement

Exams & Data Officer

September 2025



Exams & Data Officer

36 hours per week, term-time plus 3 weeks – SCP 15 - 18, Permanent. Actual salary £26,541 (FTE £29,093)

This is an exciting opportunity for a detail-oriented and highly organised Exams & Data Officer to join our team and play a crucial role in supporting the Data and Exams Manager in delivering high-quality exams administration and data management at West Kirby Grammar School.

The successful candidate will provide hands-on operational support, ensuring that all aspects of internal and external examinations run smoothly and in full compliance with JCQ regulations. In addition, they will support the accurate maintenance and reporting of school data, working closely with the Data and Exams Manager to assist in the preparation and distribution of key information.

West Kirby Grammar School is a very successful selective girls' school with a coeducational Sixth Form. With over 1200 students on roll, our results are outstanding. In 2024, the Progress 8 score was +0.42, with 51% of GCSE results at grades 9–7 and 15% at grade 9. At A-level, 61% of grades were A* – B, with the average grade being a B.

How to Apply

Further information and an application form are available to download from the School's website (www.wkgs.org) or by contacting the School on 0151 632 3449. A completed application form and a letter addressing the content of the person specification (no more than two sides of A4) should be submitted to office@wkgs.net for the attention of Mr S. Clarke, Headteacher.

Closing date: Tuesday 22 April at 9am

Anticipated Interviews: Friday 25 April

Job Description

Exams & Data Officer

September 2025



Job title: Exams & Data Officer
Reporting to: Data & Exams Manager
Grade: SCP 15 – 18
Salary: £26,541 actual (£29,093 FTE)
Hours: 36 Hours per week, term-time plus 3 weeks

Examinations Administration

- Ensure the smooth planning and delivery of all internal and external examinations, following JCQ and awarding body regulations.
- Work alongside the Data and Exams Manager to coordinate the exam cycle, including:
 - Exam entries, amendments, and withdrawals for GCSE, A-Level, and other qualifications.
 - Creation and distribution of exam timetables for students and staff.
 - Rooming and seating arrangements for exams.
 - Recruitment, training, and allocation of invigilators.
 - Secure receipt, storage, and dispatch of examination materials.
 - Supervision of exam access arrangements, ensuring compliance.
 - Managing the collection, processing, and dissemination of results.
- Act as the main point of contact for exam-related queries from students, parents, and staff.
- Ensure all exam-related policies and procedures are up to date and compliant.

Data Management & Support

- Assist the Data and Exams Manager with the input, processing, and reporting of student and staff data.
- Maintain accurate assessment and tracking data within the school's MIS (Arbor).
- Support in generating and distributing student progress reports.
- Assist in the management of statutory returns, including census submissions.
- Support staff in using assessment and reporting systems, including SISRA and Arbor.
- Help track and analyse student performance data, including key groups such as Pupil Premium and SEND students.

Job Description (Cont.)

Exams & Data Officer

September 2025



Additional Responsibilities

- Provide administrative support to the Data and Exams Manager.
- Support the Data Protection Officer (DPO) in ensuring compliance with GDPR regulations.
- Contribute to staff training on exams procedures and data analysis where necessary.
- Support the administration of Parents' Evening booking systems and student timetables.
- Undertake any other duties as may reasonably be assigned by the Headteacher.

Person Specification

Exams & Data Officer

September 2025



Job title: Exams & Data Officer

Reporting to: Exams & Data Manager

Grade: SCP 15-18

This person specification is related to the requirements of the post as determined by the job description. Short listing is carried out on the basis of how well you meet the requirements of the person specification and job description.

E: Essential D: Desirable

Qualifications & Experience

Strong experience in Microsoft Excel and data processing (E)

Familiarity with MIS systems (Arbor preferred) (E)

Experience working in a school or educational setting (E)

Understanding of JCQ exam regulations and compliance (D)

Previous experience in exams administration or data management (D)

Skills and abilities

Excellent organisational skills with the ability to manage multiple priorities (E)

High level of accuracy and attention to detail (E)

Strong communication skills, both written and verbal (E)

Ability to work under pressure and meet deadlines (E)

Confidentiality and discretion when handling sensitive information (E)

Attitudes and approaches

A proactive and hands-on approach to work (E)

Willingness to learn and develop new skills (E)

Commitment to teamwork and collaboration (E)

Flexibility to adapt to changing demands and deadlines (E)

Life at WKGS

Exams & Data Officer

September 2025



West Kirby Grammar School is a vibrant and thriving girls grammar school of more than 1200 students aged 11 to 18, including around 50 male students in a coeducational sixth form of over 350.

As a school, we believe there are no limits on a student's potential: with the right approach to learning every student can reach levels of attainment and achievement that might previously have been considered the preserve of a 'gifted and talented' few.

Our values are inspired by our school motto: *ad metam contendo* - strive towards the goal.

These six core values aren't simply words on a page – we live and breathe them every day, driven by our determination to inspire and support every child in the pursuit of their goals, whatever they may be:

Community

- We're proud of our sense of community and family at WKGS, as well as our contribution to the local and wider community.
- We choose to be collaborative, caring and kind, showing empathy and honesty in our actions.
- We value our tradition and have a vibrant House system that helps to create a compassionate and caring community.

High Expectations

- We are aspirational for ourselves and those around us, taking great pride in our achievements.
- Our work is goal-orientated, celebrating success in different forms while striving for excellence in our pursuits.
- We naturally have high academic expectations and challenge everyone to achieve their full potential, both inside and outside of the classroom.

Opportunity

- We offer exceptional opportunities for all in a wide variety of contexts.
- Our extensive curriculum ensures that every student has the opportunity to discover their talents.
- We encourage everyone to embrace our extra-curricular provision and wide range of enrichment activities; we promote leadership at all levels.

Innovation

- We strive to create the leaders of tomorrow; individuals who are daring and forward thinking and who work to inspire those around them.
- Creativity is highly valued, and we aim to find inventive and enterprising solutions to the challenges we face.
- Change is embraced as we develop inventive new practices and systems.

Curiosity

- We encourage all members of our community to display a love of learning and to show an inquisitive approach to challenge.
- The ability to reflect on practices is key, along with a passion to improve. Asking questions to deepen understanding and looking beyond the confines of the curriculum is actively encouraged.

Endeavour

- We work with motivation and resilience, whatever the challenge ahead.
- Determined to succeed, we challenge ourselves and those around us to improve
- We engage with our tasks and work with perseverance to achieve.

Life at WKGS

Exams & Data Officer

September 2025

Staff Wellbeing

The wellbeing of staff is central to the approach taken by Governors, the Headteacher and the SLT at West Kirby Grammar School.

We have an excellent sense of community within our whole staff, who work very hard as a team to support one another in their endeavours. Below are examples of some of the systems we have developed to help maintain a happy and positive staff.

- Access to a comprehensive range of health and wellbeing services
- Deadlines well publicised and staff consulted on annual calendar
- Reduced data collections to ensure no collections for data's sake
- In-house Wellbeing Manager available to all staff, and Staff Wellbeing Committee that monitors and responds to staff needs.
- Greater PPA time than national recommendation
- Dedicated classroom wherever possible for teaching staff
- A flexible and generous approach to family appointments and child events
- Complimentary tea and coffee
- Complimentary Christmas Dinner for all staff each year
- Staff Christmas Cake baking event
- Complimentary coffee and cake mornings or afternoons
- Wellbeing and social activity programme
- Opportunities for professional development always considered
- Considerate approach to lesson observations, drop-ins and Learning Walks
- Headteacher 'Open Door' Policy at all times
- On site car valeting services

Life in West Kirby

WKGS is a nurturing and supportive institution with exceptional rates of staff retention. Very few staff move on each year and these are largely due to opportunities for promotion or staff retirement.

West Kirby is a fantastic place to work and live. Found on the North West coast, it is regularly rated in The Times as one of the Top 10 places to live in the North West. Just half an hour by train from Liverpool, it is a beautiful seaside town with a high street full of independent shops, the Marine Lake, the picturesque Hilbre Island and miles of sandy beaches.



West Kirby
Grammar School



office@wks.net



www.wks.org



0151 632 3449