

For more information contact Mrs C Prescott

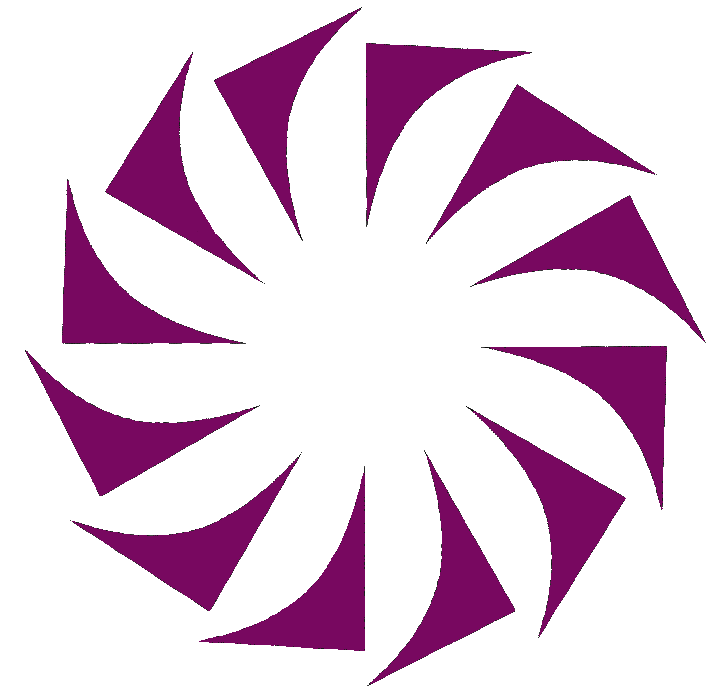
[Tel: 01773 712477](Tel:01773712477)

Email: info@aldercarhigh.co.uk

**Data and Exams Administrator**

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| **Salary and Scale:** | Grade 7 (£27,088 - £29,062 FTE) |
| **Hours per week:** | 16hrs x 40wks |

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| **Aldercar High School** offers brand new facilities in which students flourish and staff develop, all within a welcoming and vibrant atmosphere.  We are a caring employer which prioritises the welfare and work/life balance of our staff presenting many additional benefits including:   * free use of our multi-gym; * free on-site parking; * staff-led clubs and welfare groups; * a comprehensive CPD package;   These, along with many other benefits, make **Aldercar High School** a great place to work, develop and progress your career.  **What you offer:**  We are seeking a pro-active and detail-oriented Data and Exams Administrator to join our dynamic team. This pivotal role supports the smooth running of data management and examination processes, ensuring accuracy, confidentiality, and compliance with internal and external standards.  This is a fast-paced role so excellent communication skills and a ‘can-do’ attitude is essential. This role is for **16 hours per week** over 40 weeks a year (term time plus 1 week), and we are happy to offer flexibility in how those hours are worked. The hours can be spread across the week (for example, a few hours each day) or worked in 2–3 full or half-day blocks, depending on what best fits your schedule and the needs of the school.  Due to this post having access to children and/or vulnerable adults, the successful candidate will be required to undertake a Disclosure and Barring Service check. The possession of a criminal record will not necessarily prevent an applicant from obtaining this post, as all cases are judged individually according to the nature of the role and information provided.  **Closing date: 06 November 2025 09:00hrs**  **Interviews: Wednesday 12 November 2025**  **Please apply via this link; https://mynewterm.com/jobs/149364/EDV-2025-AHS-59874** |



**Aldercar High School**

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