



THE GRANGE  
SCHOOL

**Recruitment Pack**  
Exams & Data Officer



# Welcome

The Grange School is one of the great success stories of independent education, shaped by over forty years of sustained growth, ambition and achievement. Founded in 1933 as a Kindergarten and Preparatory School, the School took a bold and transformative step in 1977 with the introduction of secondary education. Since then, The Grange has grown steadily, developing an outstanding academic reputation alongside a strong and supportive school community.

Today, The Grange educates 1,180 students aged 3–18, with approximately 400 students in the Junior School and 780 in the Senior School, including a vibrant Sixth Form. The School is consistently amongst the highest-performing independent schools in the North West and is widely regarded as one of the leading co-educational day schools in the country.

Academic standards are high, and outcomes place The Grange towards the top of national independent school league tables, with strong GCSE and A-level results and the majority of students progressing to their first-choice universities.

Just as importantly, The Grange is a very happy place to work and learn. Relationships between staff and students are warm, respectful and purposeful. Expectations are high, and the School is busy and dynamic, but it is also collegiate, supportive and professionally rewarding. Staff are encouraged to be ambitious, reflective and creative, within a culture that values collaboration and mutual respect.

Above all, our purpose is to help young people truly flourish. We believe in educating the whole person, supporting each student to discover and develop their individual strengths, talents and passions. Through challenge, encouragement and opportunity, we prepare our students not only for academic success, but for fulfilled and purposeful lives beyond school.

If you would like to discuss this vacancy please contact Mrs Lynn Geary, HR and Governance Officer by email to: [recruitment@grange.org.uk](mailto:recruitment@grange.org.uk), or call 01606 539039.

Dr Lorraine Earps  
Head



# Hartford, Cheshire

The Grange School is situated in Hartford, a thriving village that combines a strong sense of community with excellent regional connectivity. Closely linked to the nearby market town of Northwich, Hartford sits within the historic Vale Royal of Cheshire and is ideally positioned between Manchester and Liverpool, with Chester just 15 miles away.

The area offers an outstanding quality of life. Beautiful countryside is always close at hand, while hills, coastline and mountain landscapes are all easily accessible. At the same time, nearby cities provide rich cultural, sporting and commercial opportunities, complementing the more peaceful pace of village and rural life.

A wide range of housing is available locally, catering for different lifestyles, stages of life and budgets. Both staff and students travel to The Grange from a broad geographical area, drawn from a mix of urban, suburban and rural communities.

Overall, the location combines accessibility, natural beauty and a high standard of living, making Hartford and the surrounding area an excellent place to work, live and belong.



# Exams & Data Officer

## The Opportunity

**Salary:** £32,798.16 per annum

**Reporting to:** Deputy Head Academic

**Working hours:** 37.5 hours per week, Monday to Friday 8:30am - 4:30pm with a 30 minute unpaid lunch break, working full year

**Holidays:** 25 days annual leave per year plus Bank Holidays and Christmas Shutdown; also there is the opportunity to purchase up to 2 weeks annual leave.

We are seeking to appoint a committed and highly organised Examinations and Data Officer to work closely with the School's Data Manager. The successful candidate will take a lead role in the administration of the school's examinations, overseeing the effective planning and delivery of all internal and external exam series. This includes ensuring full compliance with awarding body requirements and JCQ regulations, maintaining accurate and secure examination records, and upholding the integrity of the examinations process at all times.

You will work collaboratively with staff, students, parents, invigilators and external agencies to ensure examinations are conducted efficiently, securely and in line with statutory requirements. The role demands meticulous attention to detail, strong organisational skills, and the ability to manage multiple priorities and competing deadlines.

In addition to examinations responsibilities, you will work with the Data Manager to support the school's data processes. This includes contributing to the production of student reports, supporting the effective administration of the Parents' Evening booking system, and assisting with the preparation, submission and analysis of data for external bodies. You will be confident in using a range of IT systems, including Excel, to analyse student data.

This is an exciting opportunity to join a well-established Administration Team, providing essential support to the school and its wider community. Previous experience in a similar role is essential.



# Exams & Data Officer Responsibilities

## Examinations & Assessment Management

- Manage all stages of the examination cycle, including planning, entries, pre-exams, exam delivery, results and post-results in line with JCQ and awarding body requirements.
- Plan and deliver internal examinations, mock cycles, entrance assessments, and baseline testing (e.g. CAT4).
- Administer exam entries, amendments, and key deadlines, including university admissions tests where required.
- Provide clear, structured communication to staff, pupils, and parents regarding examination processes and outcomes.

## Examinations Compliance, Operations & Invigilation

- Ensure examinations are conducted securely, fairly, and in full compliance with regulations.
- Act as the centre's named contact for examinations and manage relationships with awarding bodies.
- Oversee exam-day operations, secure handling of materials, and invigilation.
- Lead the recruitment, training, and management of invigilators, ensuring effective deployment and compliance with examination regulations.
- Identify and report any incidents of malpractice and support inspection and audit processes.
- Support the maintenance of examination policies and procedures.



# Exams & Data Officer Responsibilities



## Data Operations & Reporting

- Maintain accurate data within the student MIS and connected systems.
- Facilitate mechanisms and controls for the timely update of contact changes along with adequate synchronisation between all connected systems.
- Manage the receipt of all aspects of data, particularly new student data.
- Assist in the preparation of Statutory Returns.
- Prepare and run central data collection windows. Creating reporting cycles, produce routine data outputs, import data collected into ALPS and publish reports to parents.
- Manage MIS content published within Parent/Student/Staff Portals
- Prepare student data reports for different audiences, as required.

## Systems Administration, Timetable & School Operations

- Manage the booking systems for Parents Evenings and other school events.
- Plan and implement minor alterations to the school timetable.
- Provide first point of contact troubleshooting for the student MIS.
- Undertake MIS Academic Year-End procedures, including roll-over.
- To coordinate the entry of Junior and Senior school's timetable onto iSAMS populating subject sets and making amendments to pupil option choices as and when required.
- Create and maintain user accounts and permissions for the MIS and third-party systems.

# Exams & Data Officer

## The Person



	Essential	Desirable
<b>Education</b>		
A good standard of general education (GCSE level or equivalent, including English and Maths)	✓	
A Levels or equivalent qualification		✓
Relevant qualification in IT, data, or administration		✓
<b>Experience</b>		
Experience working in a school examinations office or similar regulated environment	✓	
Experience managing or supporting the delivery of examination processes (internal and/or external)	✓	
Experience working with Management Information Systems (e.g. iSAMS, SIMS or equivalent)	✓	
Experience of handling and maintaining sensitive or confidential data	✓	
Experience working with data processes, reporting cycles, or data administration	✓	
Experience managing invigilators or coordinating teams		✓
Experience supporting statutory returns (e.g. Census)		✓

# Exam & Data Officer

## The Person

	Essential	Desirable
<b>Knowledge &amp; Skills</b>		
Strong organisational skills with the ability to manage multiple deadlines and priorities	✓	
High level of accuracy and attention to detail	✓	
Strong IT skills, particularly in Excel and data handling	✓	
Ability to interpret, manage and present data effectively	✓	
Clear understanding of confidentiality and data protection requirements	✓	
Excellent communication skills, both written and verbal	✓	
Ability to work under pressure, particularly during peak periods	✓	
Knowledge of JCQ regulations and examinations processes		✓
Understanding of reporting tools or data systems (e.g. MIS reporting, ALPS)		✓
<b>Personal Qualities</b>		
Highly organised and able to work methodically and independently	✓	
Calm and resilient, particularly in high-pressure situations	✓	
Strong problem-solving skills and a proactive approach to work	✓	
Professional, with a high level of discretion and integrity	✓	
Ability to build positive working relationships across a wide range of staff	✓	
Flexible and adaptable approach to workload and priorities	✓	
Willingness to contribute to the wider life of the school		✓



# Employee Benefits

Here at The Grange School we offer a competitive package of employee benefits, including:

## **Employee Assistance Programme: with Health Assured**

**Healthcare:** We have partnered with Benenden Health to look after your health and wellbeing. Healthcare membership gives employees access to healthcare services such as Medical Diagnostics, Medical Treatment and Surgery, Physiotherapy, 24/7 GP and Mental Health helplines. You can also take advantage of exclusive offers on other products including discounted health assessments, health, cash plans, travel and home insurance and discounts on self-funded treatments.

**Pension:** Aviva Pension Scheme

**Fee discount:** Up to 50% Discount on Student Fees

**Use of on-site facilities:** Staff have free membership to the school's onsite gym, outside of school hours and use of the sports hall. All staff can also take advantage of discounted ticket prices to shows at The Grange Theatre.

**Social events:** All new staff are invited to join us for a welcome meal and we also host an annual summer BBQ and Christmas party. A variety of wellbeing activities are also planned around school INSET days.

**Staff discounts:** The Grange has partnered with 'Benefit Hub' who offer discounts and money- saving deals on shopping, holidays, insurance etc. We have also partnered with local businesses who offer discounts on car maintenance and local gym memberships.

**Subsidised lunch:** in dining hall

**Electric vehicle salary sacrifice scheme:** with Octopus

**Cycle to work scheme:** Cycle scheme is an employee benefit that saves you 26-40% on a bike and accessories. You pay nothing upfront and the payments are taken tax efficiently from your salary.





## How to apply

To apply for this position please complete and return an application form and write a covering letter for the attention of the Head, Dr Lorraine Earps and send to: [recruitment@grange.org.uk](mailto:recruitment@grange.org.uk).

Applications can also be returned to us by post, to: The Grange School, Bradburns Lane, Hartford, Cheshire CW8 1LU.

**The closing date for applications is Friday 17th July at 12 noon.**

*The Grange 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 a DBS check.*

*This post is exempt from the Rehabilitation of Offenders Act 1974.*



# THE GRANGE SCHOOL

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