



BIRKENHEAD SCHOOL

Information for Candidates applying for the role of Data and Examinations Officer

Required for April 2026 (however would consider a September start)

THE SCHOOL

Birkenhead School, founded in 1860, is an HMC independent day school providing education for boys and girls drawn from the whole of the Wirral and as far afield as Chester and North Wales. There are currently some 82 children in Early Years (43 in Nursery aged under 3 years old, 39 in our “Pre-Prep” aged 3 to 5 years old), 293 pupils in the School’s Prep (ages 5-11) and 512 students in Years 7 to Upper Sixth Form. Birkenhead School has been fully co-educational since September 2008, offering the choice of an independent education to all local children. Across the School approximately 45% of students are girls.

Situated in the leafy suburb of Oxton, the School enjoys excellent facilities. The main campus has a ‘village green’ atmosphere, with classrooms and laboratories looking out over the cricket square. Recent capital developments have included a new landscaped playground area and an outdoor classroom. There are ongoing and substantial investments in ICT facilities. In addition to the main campus, the School owns 17 acres of playing fields on two sites nearby – the primary one being McAllester Field on Bidston Road.

SCHOOL ORGANISATION & VALUES

The School comprises Nursery and Pre-Prep (Early Years), Prep and Seniors and integrates their objectives and activities within a ‘One School’ concept. The Headmaster chairs the School’s Senior Leadership Team (SLT) comprising the Head of Prep, Deputy and Assistant Heads, the Designated Safeguarding Lead and the Bursar.

Birkenhead School prides itself on being a family school. It is attractive to parents to have all their children in one school, and it is a great advantage for the school to be able to establish strong, long-lasting relationships with families. The move to co-education reinforced this and at present, 217 families have more than one child in the School and 27 have three or four children.

A key feature of the School is its strength of community, which runs through the student, staff and parental bodies. The School is embedded within the wider Wirral community, has strong links with local business and charities, and offers an extensive bursary programme. The School aims to inspire students both inside and outside the classroom, knowing each individual and providing them with outstanding opportunities to find their niche.

A dedicated, talented and collegiate staff body is required to achieve these aims. The School’s informal motto is Respect, Responsibility and Resilience, to which we have recently added inclusivity, compassion, integrity, humility and courage as defined School values. Birkenhead School recruits on attitude as much as the quality of an individual’s qualifications on paper.

SENIORS

512 STUDENTS
AGED 11-18
295 BOYS / 217 GIRLS

PREP

299 PUPILS
AGED 5-11
159 BOYS / 140 GIRLS

NURSERY / PRE-PREP

82 CHILDREN
AGED 3 MONTHS – 5 YEARS
49 BOYS / 33 GIRLS



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THE ROLE AND RESPONSIBILITIES

We are seeking to appoint an enthusiastic, dynamic and motivated candidate who will operate across a broad administrative and support function.

The main purpose of the role is to manage all aspects of our School's internal and external examinations, ensuring the School adheres to all regulations, and being the primary liaison between School and the external examination bodies. In addition, the incumbent will be responsible for the development and use of the School's Management Information System, supporting School improvements and the administrative functions of the School.

Examinations

- To liaise with staff, parents and students regarding the examination processes.
- To be responsible for the overall smooth running of internal and external examinations, ensuring that all related administration and preparation is undertaken.
- To coordinate with Heads of Department/SLT to develop Examination policies and advise internal and external partners on the interpretation and application of these policies and relevant legislation.
- To liaise with Heads of Department regarding student examination entries.
- To be responsible for the entries process onto the School's management information system.
- To be responsible for examination entries for external exams to the examination boards, ensuring awarding bodies published terms, conditions and processes for registration, or entry and withdrawal of candidates, are observed.
- To co-ordinate with the SLT about the arrangements for examinations to staff, students and parents / carers, including exam and invigilation timetables, guidelines, results queries and invoices, where appropriate.
- To co-ordinate the delivery of exam papers and the safe storage of them in line with exam board regulations.
- To collect pre-release material, distribute and prepare scripts and required materials prior to examinations.
- To securely store and send completed examination papers to external examination boards.
- To oversee all examination board inspections.
- To prepare examination venues with seating plans, clocks, desk and display boards.
- To be responsible for liaising with examination boards to ensure the accurate administration of all examinations, including ensuring compliance with examination board rules and coursework requirements.
- To recruit, train, update and manage the School's external and internal invigilators, including school support staff and timetabled staff to ensure all examinations are staffed in line with Board requirements. Make invigilators aware of duties and any special requirements.
- To coordinate the arrangements for internal examinations with SLT.
- To collaborate with SEN, Pastoral Staff and SLT to ensure that appropriate requests for special consideration and arrangements are made to the examination boards and implemented. In addition, prepare documentation and materials to support these requests.
- To be responsible for the preparation of examinations, including room set up, attendance registers, securely storing and checking papers, providing and checking seating plans and stationery.
- To produce guidelines for staff and students regarding examination conduct and to brief students on all examination procedures in line with Joint Council for Qualifications (JCQ) rules and communicate with parents when necessary.



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- To be responsible for the collection of coursework called for moderation by exam boards from Head of Departments, distribute post mark sheets and samples and ensure deadlines are met.
- To be responsible for providing the data and analysis on examination entries and results and distribute certificates to students.
- To undertake examination invigilation where necessary.
- To coordinate any other administrative duties associated with the smooth running of examinations and data analysis.

Data Management

- To be responsible for preparing the School's MIS for the new academic year and prepare Census.
- To be responsible for the analysis and reporting of key data for all stakeholders in relation to behaviour, attitudes to learning, attendance and progress.
- To coordinate student transfer data, including assessment data, in collaboration with the governing body, Local Authority and other external agencies.
- To develop and administer assessment recording processes that work effectively across the School. Undertake regular detailed statistical analysis of student progress using assessment data (considering student contextual data such as SEN etc.) and other school data to support the Leadership Team to identify key strengths and areas for development.
- To produce regular data reports for the Senior Leadership Team as requested.
- To provide staff training and support staff on the use of data management software and platforms.
- To liaise with external agencies including Local Authority and DfE to complete the data checking and other statistical returns.
- To be responsible for generation of assessment, data gathering and student reports.
- To contribute to policy development in relation to the management and use of data.
- To coordinate the admission process for all new students.
- To play a leading role in the induction process for new staff by providing MIS Training.

All staff have the responsibility to:

- Be aware of and comply with policies and procedures relating to Safeguarding, child protection, health, safety and security, confidentiality and data protection, reporting all concerns to the appropriate person
- Participate in training and other learning activities as required
- Participate in the School's Professional Development process
- Provide appropriate guidance, supervision and assistance
- Promote the area of responsibility within the School and beyond
- Represent the school at events as appropriate e.g. Open Days
- Support and promote the school ethos
- Ensure all documentation produced is to a high standard and is in line with the "brand" style
- Undertake any other duties and responsibilities as required that are covered by the general scope of the post.
- Undertake any other reasonable duties



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THE PERSON

	Essential Attributes	Desirable Attributes
Qualifications	<ul style="list-style-type: none">• Excellent standard of education	<ul style="list-style-type: none">• Educated to degree level or equivalent experience• An ICT qualification an advantage
Knowledge & Experience	<ul style="list-style-type: none">• Previous knowledge of examination administration, processes and regulations• Knowledge and understanding of JCQ rules and regulations• Experience of working with complex systems and data input• Experience of interpreting data and producing data reports• Supervisory skills to lead a team of invigilators• Ability to appreciate and understand Independent schooling protocols and policies• Excellent communication skills to liaise with a wide range of people• Ability to deal sensitively with problems raised by students and the ability to deal with parents and staff discreetly• Competent keyboard skills in order to produce high quality materials and correspondence• Experience of School data and information systems• Strong ICT skills	<ul style="list-style-type: none">• Experience of working as a Data and Examination Officer in an Independent school an advantage
Personal Qualities	<ul style="list-style-type: none">• Excellent communication and presentation skills, both written and verbal• Ability to establish and maintain good professional relationships with students, parents, colleagues and external agencies• Highly organised, efficient and accurate• Ability to manage own workload and plan and prioritise accordingly to meet deadlines whilst working under pressure with minimal supervision• Professional, tactful and sensitive• Discreet and confidential	<ul style="list-style-type: none">• An appreciation of the School, its tradition and history



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	<ul style="list-style-type: none">• Flexible approach to work as the role will include occasional evenings• Warmth, sensitivity and a good sense of humour	
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REMUNERATION & BENEFITS

Salary

The salary will be competitive, depending on experience and expertise, starting at £35,240.

Hours

This is a full-time post of 40 hours per week however candidates must be flexible to meet the demands of the role and business needs of the School during crucial points during the year. The post will primarily be during term time, however, additional work will be required during holiday periods, therefore the post will be 37 weeks per annum to meet the demands of the role, equating to 0.82 FTE.

Holiday

You will be entitled to 35 days' annual leave per year including Bank Holidays and Christmas shutdown to be taken in School holiday periods.

Pension

The School operates an auto-enrolment pension scheme.

Other Benefits

We will value and support your contribution to School life and in return provide you with excellent rewards;

- Working with fantastic young students
- Working as part of a committed team
- Wellbeing assistance through the Employee Assistance Programme
- Membership of a pension Scheme
- Free lunch in the Dining Hall during term times
- Free use of the fully equipped on-site gym
- Support for your continuous professional development
- Electric vehicle charging points

APPLICATION

A letter of application indicating skills and experience, together with a completed application form, including the names and addresses of at least two referees, should be sent for the attention of the Bursar via: chw@birkenheadschool.co.uk

Applications may also be sent by post to: **Cheryl Wallace (Personnel Manager), Birkenhead School, 58 Beresford Road, Oxtown, Wirral, CH43 2JD**



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Application forms can be downloaded from the School's website: www.birkenheadschoo.co.uk

Candidates are welcome to contact the Deputy Head, Mr Tom Whitworth on tjw@birkenheadschoo.co.uk with any questions relating to the role.

To meet our safeguarding obligations, an Enhanced Disclosure and Barring Service check is undertaken as part of the recruitment process for all new staff. As Birkenhead School is an educational provider, it is permitted to ask whether an applicant has any convictions, cautions, reprimands or final warnings which would not be filtered in line with current guidance, as defined by The Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020). It is a criminal offence for an individual who is barred from working with children to apply for a role which is classed as regulated activity (i.e. involves working with children). **As such, candidates are asked to complete the separate Criminal Record Declaration Form on the School's website.** The information disclosed on this form will not be kept with your application form during the application process.

Candidates selected for interview will be offered the opportunity to have a tour of the School and meet with relevant members of the department.

The closing date for applications: 9am on Friday 6th February 2026.

Successful candidates are likely to be invited to interview shortly after the closing date.

We reserve the right to close this vacancy and complete the recruitment process when we are in receipt of sufficient applications. Should you wish to apply for this post you are advised to complete and submit your application form as soon as possible.