

# Hornsea School & Language College



**Applicant Pack**

## **Examinations and Data Assistant Grade 4a - £14,427 (£27,254 FTE)**

**22.5 hours p/week, across 3 days (term time plus 1 week)**

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We are seeking a highly motivated, enthusiastic and detail-driven administrator to join our Examinations, Assessment and Data Team.

This is an exciting opportunity to play a vital role in the smooth running of our school's examinations and assessment processes. Working closely with the Examinations & Data Manager, you will help ensure the efficient organisation and administration of all aspects of the Examinations, Assessment and Data office.

You will be responsible for maintaining accurate pupil records, supporting the management of internal assessment and reporting data, and assisting in the coordination and delivery of both internal and external examinations. Your work will help ensure every learner has the best opportunity to succeed.

The successful candidate will be able to work independently as well as collaboratively within a team. They will have excellent communication and IT skills, strong attention to detail, and the ability to remain calm when working under pressure and to tight deadlines.

If you are organised, proactive and thrive in a fast-paced environment, where your contribution truly matters, then we are keen to hear from you.

HSLC is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. This post is subject to an Enhanced Disclosure and Barring Service (DBS) check.

To apply please download an application form from our website. Completed application forms should be emailed to [corkishr@hslc.co.uk](mailto:corkishr@hslc.co.uk).

**Closing Date: 9am, Monday 9<sup>th</sup> March 2026**

Dear Applicant,

On behalf of the Governing Body, I would like to thank you for the interest you have shown in our vacancy for the post of Examinations and Data Assistant.

Contained within you will find the Job Description and Person Specification, as well as general information about HSLC. You can access further information about our school and sixth form by visiting our website; [www.hslc.co.uk](http://www.hslc.co.uk) or our social media pages; Facebook – Hornsea School & Language College, Instagram – [hslc\\_official](https://www.instagram.com/hslc_official) or Twitter - [@hornseaschool](https://twitter.com/hornseaschool).

HSLC is a supportive and vibrant place to work. We are unapologetically ambitious for every child, no matter what their background, prior attainment or needs and are committed to providing the highest possible standard of education for all students of all abilities. We believe that everyone who attends our school can, and should, achieve success and that by promoting a culture where all associated with the school can learn and develop as individuals, we will all be proud to be associated with it.

We have a very talented and dedicated team of staff who, at all times, constantly strive to ensure that our students realise their full potential. I ask all students and staff to be useful and kind and engage with our effective centralised behaviour system, which ensures consistency and rewards good behaviour. Our school is a calm and enjoyable place to both study and work within.

We actively encourage and value parental involvement. HSLC has transformed over the last decade and I strongly believe that parental involvement, and appointing the very best staff, has been key to this. As a result, we benefit from an excellent reputation both within the local community and the wider East Riding. Our school is much more than just what goes on in the classroom and this goes some way to explaining why we are a "School of Choice" and why both our school and sixth form is continuing to grow.

We believe we are at the start of a very exciting journey for both our students and staff and, therefore, this is an excellent time and opportunity to be joining HSLC. If you are determined about making a difference to the lives of young people; are keen to develop effective ideas for continuous improvement and are ambitious in developing your career, then we would love you to join us and look forward to receiving your application for the post of Examinations and Data Assistant.

**The closing date for application forms is 9.00am, Monday 9<sup>th</sup> March 2026.** Please submit your completed application form to [corkishr@hslc.co.uk](mailto:corkishr@hslc.co.uk).

Once again, thank you for your interest in this post.

Yours sincerely



Steve Ostler  
Headteacher



## **Job Description – Examinations and Data Assistant**

**Job Title:** Examinations and Data Assistant

**Accountable to:** Examinations and Data Manager

**Pay Grade:** 4A (£14,427 actual salary / £27,254 FTE)

**Hours of Work:** 22.5 hours per week (3 days per week), term time plus 3 days

### **Overall Purpose of the Job:**

- To assist the Examinations & Data Manager to ensure the effective administration and organisation of all aspects of the Examinations, Assessment and Data Office.
- To ensure the accurate maintenance of pupil records, the schools' internal assessment and reporting data and assist with the running of both internal and external examinations.

### **Key responsibilities:**

#### **Exams**

- To take receipt of, record and manage examination papers in accordance with JCQ regulations.
- To assist with the organisation, preparation and running of multiple examination venues during both the internal and external examinations.
- To assist with the management, training and supervision of external invigilators.
- To assist in the publication of results to students throughout the year, including August result days.
- To assist with the collation, distribution and management of exam certificates.

#### **Assessment**

- To assist with the build of termly assessment reports (academic reviews) in Arbor (the school's Management Information System).
- To assist with the checking of student data from the reports and inform staff where data is incorrect and/or missing.
- To assist with the production and upload of the termly reports via Arbor, to be accessed by parents and carers.

#### **Data**

- To maintain accurate and up-to-date electronic pupil data records within Arbor.
- To provide administrative and clerical support in the Examinations and Data Office.
- To prepare, collate and analyse data and information, as requested by the Examinations and Data Manager.
- To deal with internal and external enquiries in a courteous and efficient manner, either by email or phone.
- To assist with data changes as requested by staff and parents.
- To assist the Examinations and Data Manager with gathering data for new Admissions to the school.

**General staff requirements:**

- To uphold the professional standards expected of every member of staff in all dealings with colleagues, students, parents/carers and the wider community.
- To comply with the school's policies and procedures.
- To actively contribute to the continued development of the school by attending CDP, training, participating in relevant meetings etc.
- To be jointly responsible for promoting and safeguarding the welfare of students.
- To promote equality, diversity and inclusion.
- To be responsible for your own health & safety, as well as that of others.
- To ensure the confidentiality and security of all the school's data, documentation and information.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.



# HORNSEA SCHOOL & LANGUAGE COLLEGE

## Person Specification – Examinations and Data Assistant

Qualifications and Training	Essential	Desirable
<ul style="list-style-type: none"> <li>• Good basic level of education</li> <li>• Good basic level of using Microsoft Office (Word, Excel) and emails</li> <li>• Knowledge of Arbor (or an equivalent school MIS)</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> <li>✓</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> </ul>
Experience	Essential	Desirable
<ul style="list-style-type: none"> <li>• Experience of working under pressure and to deadlines</li> <li>• Experience of working in an administration role and data entry</li> <li>• Experience of working in a fast paced office environment</li> <li>• Experience of school office procedures</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> <li>✓</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> <li>✓</li> <li>✓</li> </ul>
Skills and knowledge	Essential	Desirable
<ul style="list-style-type: none"> <li>• Good communication skills, both written and verbal</li> <li>• Excellent ICT skills</li> <li>• Be aware of and comply with policies and procedures relating to safeguarding, security, confidentiality and GDPR, reporting all concerns to an appropriate person</li> <li>• Knowledge of Arbor and other school systems</li> <li>• Effective time management and organisational skills.</li> <li>• Ability to multi task and prioritise own workload to meet deadlines</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> </ul>
Personal Attributes	Essential	Desirable
<ul style="list-style-type: none"> <li>• Energy, enthusiasm and optimism.</li> <li>• High standards of professionalism in all areas with a willingness to accept responsibility and respect confidentiality.</li> <li>• Ability to build and maintain positive relationships through effective interpersonal skills.</li> <li>• Effective Team player</li> <li>• A commitment to promoting and safeguarding the welfare of students</li> <li>• Commitment to the school's ethos and actively promoting the policies and procedures of the school.</li> <li>• Flexible to ensure the needs of the school are met.</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> </ul>	

The above requirements will be measured through a range of methods including application form, interview process, references and Enhanced Disclosure and Barring Service (DBS) check.

# HSLC the facts and figures

We have approximately 1200 students on roll, of which around 140 are in our Sixth Form. The geographical area served by the school is large and continually expanding, and a number of our students arrive by bus. The majority of our students come from our associated feeder schools which are Beeford, Brandesburton, Leven, Long Riston, Hornsea Burton, Hornsea Community, Sigglethorne and Skipsea. In addition, the level of interest we are receiving from the wider area is rapidly increasing, resulting in us having our highest ever number of out of catchment students.

- Our most recent results showed sustained improvement, with a Progress 8 score of -0.3 in 2024 – itself an improvement on the year before. We are proud to maintain a fully inclusive and broad curriculum, and remain confident that this upward trend will continue.
- Our latest ALPS score of 4 places us in the top 40% of Sixth Forms and colleges nationally, reflecting the strong progress made by our post-16 students.
- Almost two-thirds of our Year 11 students achieved grade 4 or above in both English and Maths in 2025.
- 50% of our Year 11 students were entered for the Ebacc, significantly above the national average, reflecting our ambition and the strength of our academic provision.

## MISSION:

- Actively Working to Broaden Horizons

## VALUES OF THE SCHOOL:

- We recognise the vital importance of positive relationships that are founded on fairness, tolerance, mutual respect and trust;
- We believe in being open and honest with each other, and supporting each other;
- We want everyone to be able to contribute, and everyone to have the opportunity to fulfil their potential.

## AIMS OF THE SCHOOL:

- To provide a safe, supportive and positive environment which underpins strong attitudes to learning where students can thrive.
- To ensure a culture and ethos that supports our students wanting to come to school to learn, not only for purpose (which includes examination outcomes) but also to promote a genuine love for learning, enquiry and discovery;
- To prepare our students so that they will become positive contributors to society with the skills and knowledge to make informed choices.



# 10 reasons to join team HSLC

## Staff Feedback 2025

1. The ethos of the school is excellent. There is a real sense of community. I feel proud to represent our school;
2. The school is well led by SLT with realistic expectations; staff well being is supported;
3. SLT are visible, supportive and approachable; you will feel safe, valued and heard as a staff member;
4. The Positive Discipline system gives clear expectations and routines – there is minimal disruption in classrooms meaning you can make a real difference to your students;
5. The school has a positive, inclusive atmosphere with a strong ethos of 'be useful, be kind' - everyone is working towards a shared vision and standards;
6. The best bit about working at HSLC is the aspirational culture and welcoming atmosphere;
7. There is a commitment and dedication to continuing professional development;
8. School policies and workload management are sensible; leaders free teachers to focus on teaching;
9. The opportunities, both academic and beyond, for our students is vast - students have access to a cultural education at HSLC;
10. SLT ensure students have access to a balanced curriculum with clear learning routines.



"I'm really enjoying finding my rhythm at HSLC and the opportunity to learn and grow each week. It's been a rewarding start and I'm looking forward to building on that as the term goes on."

Miss Wilkes, Teaching Assistant

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