



## Hardenhuish School

A High Performing Academy

September 2025

Dear Applicant

Thank you for your interest in the permanent post of **Exams and Data Support Officer** at Hardenhuish School.

An exciting opportunity has arisen to appoint a **highly organised and proactive Exams and Data Support Officer** to join our team. This is an exciting opportunity to play a key role in supporting the smooth running of examinations and student data within our school.

Working closely with the Examinations Coordinator, you will be responsible for the administration and organisation of internal and external examinations, ensuring that all processes run efficiently and in line with regulations. You will also support the management of student data, helping to maintain accuracy and support decision-making across the school.

After reading the supporting job description, we hope you will apply for this interesting and rewarding role. Please send your completed application and equal opportunities forms to **Human Resources at [hr@hardenhuish.wilts.sch.uk](mailto:hr@hardenhuish.wilts.sch.uk)**. All information provided will be stored, processed, and shared in accordance with our **Data Protection Policy**, available on our website.

Hardenhuish School is committed to safeguarding and protecting the welfare of children and young people, and has robust safeguarding policies and procedures in place. We expect all staff and volunteers to share this commitment, and our application pack includes the **Safeguarding and Child Protection Policy with Handbook**.

Please note: shortlisted applicants will be asked safeguarding-related questions at interview, and the successful candidate will be required to complete an enhanced DBS disclosure.

The closing date for applications is **8.30am on Tuesday 7<sup>th</sup> October 2025**, with interviews scheduled within 10 working days of the closing date. If you have not heard from us within this time, please assume your application has been unsuccessful. Unfortunately, due to the high number of applications we receive for posts such as this, we are unable to offer feedback on individual applications not shortlisted for interview. Please note: applications may close before the deadline, so we encourage early submission to avoid disappointment.

Thank you once again for your interest in Hardenhuish School, and we look forward to receiving your application.

Yours sincerely

*Lisa Percy*

Lisa Percy  
Headteacher