



# BROMSGROVE

CANDIDATE INFORMATION  
FOR THE POST OF

SENIOR SCHOOL  
ACADEMIC ADMINISTRATOR  
AND DATA ANALYST





## INTRODUCTION

Bromsgrove pupils are academically ambitious and resilient: their behaviour is exemplary. Whilst we are not an exceptionally selective school, we expect our pupils to work hard and fulfil their potential – around two-thirds achieve a 9-7 in each of their GCSEs and over a half achieve at least an A grade in their A Levels. In 2024 our IB Diploma students averaged 38.9 points. Government and University of Durham Alis Value Added data suggests our pupils' results in the Sixth Form are the best in the region bar none over the last few years. Given students' underlying ability, in 2024, our IB students' value added saw them outperform 98% of other independent schools. A Level value added was on the 78th percentile of independent schools and all GCSE subjects bar none saw positive value added. Over a quarter of our Year 13 leavers move on to undergraduate courses at World Top 50 universities, with UCL, KCL, Manchester, Exeter and Bath tending to be the most popular destinations.

We field nationally competitive teams in all main sports; we have been one of the top six ranked schools for sport nationally in each year over the last dozen years that rankings have been published. Staff are encouraged to support areas of extra-curricular life where they have a real passion and interest. Pastorally, the school is based on the House system. Each house has a Houseparent and a tutor team which caters for around 85 pupils. Almost all teaching staff are House tutors, each caring for around 12 pupils. Involvement with the boarding life of the School is most strongly encouraged.

The School is a hardworking environment - both the working day and week are long although terms themselves are relatively short. We offer a diverse range of opportunities for pupils and staff within a strongly academic and ordered framework. We seek to appoint teachers who are passionate about their subjects and the learning experience pupils receive. We aim for teachers to actively inspire and engage students by putting learning within the context of intrinsically interesting academic disciplines. The School encourages pupils both to reflect on their evolving ability as learners and to demonstrate their ability to learn and understand content and concepts.

Bromsgrove is a happy, unstuffy school where all are equally valued. Arrogance and pomposity are quickly exposed. Pupils are offered an education that is rounded and broad: for example, in the Sixth Form, A levels, the International Baccalaureate and BTECs are all on offer. Massive investment in facilities means co-curricular opportunities are outstanding. Whilst Bromsgrove is a large school, great care is taken to ensure pastoral care is personalised, and a thriving House system means a strong sense of belonging to a warm, inclusive and lively family is a keynote of the Bromsgrove experience.

With a contemporary and global outlook, Bromsgrove seeks to turn out young adults who have achieved at the highest level in a wide range of fields, who have a well-developed sense of community and the flexibility and resilience to deal with whatever life throws at them: in short, they are 'future-ready'.

## JOB SUMMARY

**Line manager:** Senior School Academic Administrator and Data Analyst

**Reports to:** Deputy Head (Teaching and Learning) through to the Assistant Head

**Contract:** Negotiable (could be term-time only plus, or full-time)

We are looking for someone who can support our School in this very important role. It is a multi-faceted role requiring someone with excellent computer skills, proficient in spreadsheets and databases and with the ability to organise, sort and analyse data. This person should be able to work flexibly, be proactive, have a can-do and problem-solving skill set, be adaptable to the changing demands of the School and have a meticulous eye for detail.

This post holder will be responsible for Cover, Invigilation and academic data analysis. They will also be Assistant Exams Officer.

The Senior School Academic Administrator and Data Analyst role combines data analysis with academic administration duties, requiring skills in data handling, analysis, and School management. This role involves managing and interpreting School data, providing insights for decision-making, and supporting the academic operations of the School.

The Senior School Academic Administrator and Data Analyst role will enjoy working collaboratively with stakeholders at School including the Headmaster, Executive Team, SMT (Senior Management Team), SALT (Senior Academic Leadership Team), Data Managers, Administration Manager, HR Manager and Examinations Officer.

## DUTIES AND RESPONSIBILITIES

### Attendance and Cover/Teaching staff absence

- Supporting the smooth running of the School's academic programmes by ensuring all lessons and activities are covered in line with School policy and that all examinations are appropriately resourced with invigilators.
- Liaising with HR and payroll in reporting all absence.

### Academic Administration

- Working with teachers, the SENCO and administrators to implement data-driven strategies for improving student outcomes.
- Supporting exams and assessments.
- Ensuring the efficient and effective management of School data systems, timetable and assessment systems contributing to the overall operation of the School's administrative functions.

- Providing support and supervision of exams ensuring the effective administration of internal and external examinations as required.
- Assisting with exam timetabling, invigilation coordination, processing results, and ensuring all exam protocols are followed to guarantee the smooth running of the examination process.

#### Data Analysis

- Collecting, analysing, and interpreting school data to identify trends and patterns.
- Providing data-driven insights to inform academic and administrative decisions.
- Providing data access and training to staff.
- Ensuring data accuracy and integrity.

#### Reporting and Communication

- Preparing reports and presentations to communicate data findings and insights.
- Collaborating with other departments to align data analysis with School goals.

#### International Visa Support

- To become familiar with the School's pupil visa processes and regulations so that support and compliance can be met and provided in the event that the School's Visa Administrator is absent.

### KEY SKILLS AND QUALIFICATIONS:

- Strong data analysis and interpretation skills.
- Familiarity with school data systems and regulations.
- Proficiency in data visualisation and reporting tools.
- Strong communication and interpersonal skills.
- Ability to work independently and as part of a team.



### SAFEGUARDING

To promote and safeguard the welfare of children and young people for whom the post holder is responsible or with whom they come into contact. To adhere to, and always ensure compliance, with Bromsgrove School's Safeguarding Policy and Staff Code of Conduct. If in the course of carrying out duties of the post, the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the School, they must report any concerns to the Designated Safeguarding Lead.

This job description is not necessarily a comprehensive definition of the role, and the job holder may be directed to undertake other duties which may be reasonably given from time to time by their Line Manager. It may be reviewed annually or earlier if necessary and it may be subject to modification or amendment at any time after consultation with the post holder.

### APPLICATION PROCESS

To apply, please complete the online application form.

We hope to draw up a short-list for the vacancy on Friday 30th May and to interview soon after this, although we will contact exceptional candidates at the first opportunity.

For an informal discussion regarding the post, please contact Mrs Judith Holden, Deputy Head (Teaching and Learning) at [jholden@bromsgrove-school.co.uk](mailto:jholden@bromsgrove-school.co.uk).

*The School is committed to safeguarding and promoting the welfare of children and young people. Applicants must be willing to undergo child protection screening including checks with past employers and the DBS.*





One of the UK's leading co-educational boarding and day schools.  
2060 pupils aged 2 - 18

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