



Boroughbridge High School

Vacancy

Data Manager and Exams Officer

Grade: H (scp 18-23) £25,539 - £28,161 (Actual)

Contract: 37 hours per week (Monday – Friday), term time only plus 5 Professional Development Days and 2 weeks to be worked around GCSE/A Level results days.

Contract Term: Permanent

Start date: Immediate start

Boroughbridge High School are looking to appoint an enthusiastic, organised and efficient Data Manager and Exams Officer to join our supportive and friendly team.

The core focus of this role is to control, in conjunction with the Senior Leadership Team, the strategic management of whole school data, including the efficient and effective delivery of the school's assessment, recording, reporting and tracking systems.

An extensive knowledge of Excel and school data systems is paramount to the successful delivery of this role and the ability to run the school's data management systems will be required.

In addition, the responsibility for the efficient and effective running of all internal and external examinations within the school, including liaising with staff, students, parents, invigilators and examination boards.

The successful candidate will be able to work to strict deadlines, follow structured processes and procedures and possess good organisation and communication skills.

We offer a competitive salary, generous holidays, access to a contributory local pension scheme and other additional staff benefits.

Closing date for applications: Midday Monday 28th November 2022

Interview date: To be confirmed

Application forms and further details are available from the school website at www.boroughbridgehigh.com

Completed application forms should be returned by email to vacancies@boroughbridgehigh.com or by post to the school address and marked for the attention of Wendy Firth.

Please note that CV's will not be accepted

Candidates will be contacted for interview as soon as shortlisting has taken place.

Thank you for your interest in this post. If you have not heard from us within 21 days of the closing date please assume your application has been unsuccessful and, in that event, may we wish you well in your search for a suitable position.

Enhanced Level DBS Disclosure is required for appointment to the above post.

Boroughbridge High School is committed to meeting the needs of its diverse community and aims to have a workforce reflecting this diversity. It is also committed to safeguarding and promoting the welfare of children, young people and adults. It expects all staff and volunteers to share this commitment.

Headteacher: Kathryn Stephenson, BA (Hons)

Wetherby Road Boroughbridge N Yorkshire YO51 9JX Tel: 01423 323 540
Web: www.boroughbridgehigh.com Email: schooladmin@boroughbridgehigh.com