

**Exams and Data Manager**

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| **Salary and Scale:** | Grade 9 (£31,344 - £33,253 – Pro Rata) |
| **Hours per week:** | 37hrs x 42wks |

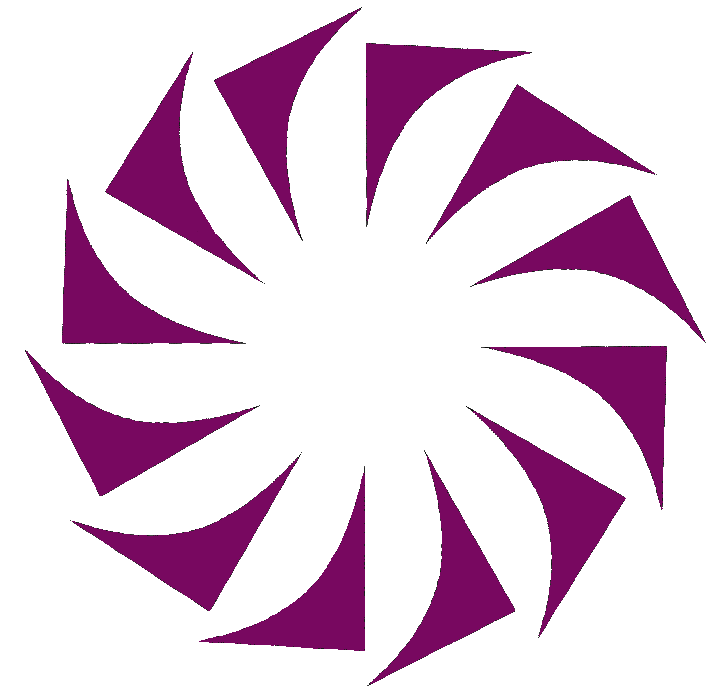
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| **Aldercar High School** offers brand new facilities in which students flourish and staff develop, all within a welcoming and vibrant atmosphere.  We are a caring employer which prioritises the welfare and work/life balance of our staff presenting many additional benefits including:   * free use of our multi-gym; * free on-site parking; * staff-led clubs and welfare groups; * a comprehensive CPD package; * our ***‘Me Day’*** initiative which gives every member of staff two full days off each academic year, …and yes, it is paid!   These, along with many other benefits, make **Aldercar High School** a great place to work, develop and progress your career.  **What you offer:**  With a diverse student base and range of abilities, we are looking for someone who can motivate and inspire students to reach their best.  We are looking to appoint a dedicated and competent Exams and Data Manager for an ASAP start.  The post holder will be responsible for the administration and organisation of all aspects of examinations throughout the school, data reporting and analysis, completion of data returns and the development of our Management Information System. The role will also involve managing an Assistant and a team of invigilators.  This is a fast-paced role so excellent communication skills and a ‘can-do’ attitude is essential.  Due to this post having access to children and/or vulnerable adults, the successful candidate will be required to undertake a Disclosure and Barring Service check. The possession of a criminal record will not necessarily prevent an applicant from obtaining this post, as all cases are judged individually according to the nature of the role and information provided.  **Closing date: 30/03/2025**  **Interviews: w/c 31/03/2025** |

Please apply online: www.tes.com

For more information contact Mrs C Prescott

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