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**Kingsmead School**

**A partner academy in John Taylor MAT**

King’s Avenue,

Hednesford, Staffs.

WS12 1DH

Telephone: (01543) 227320

Email: office@kingsmeadschool.net

Website: www.kingsmeadschool.net

**Assessment Officer -**

**Data and Examinations**

Permanent position – 37 hours per week

Whole year working with annual holiday entitlement

Grade 4 (SCP5 – SCP6) - £19,312 to £19,698 per annum

Kingsmead School, a partner academy in John Taylor Multi Academy Trust is looking to appoint an Assessment Officer – Data and Examinations who will work under the direction and guidance of the school Data Manager. Please see job description for full details of this post.

Our Data Team supports teachers in the production and analysis of assessment data, which is then used to inform teaching. The successful candidate will be responsible for assisting in the analysis of assessment data. They will work closely with the school’s leadership team to track the progress of students and help direct strategic intervention. The successful candidate will also assist the Examinations Support Officer during the domestic and public exam seasons.

This is a fantastic opportunity for someone who has experience of using MS Excel and bespoke software, likes a challenge and wants to work with a driven and friendly team of professionals. Training

will be provided if required.

The post is whole year working with annual holiday entitlement to be taken during school holiday periods.

This Trust is committed to safeguarding and promoting the welfare of children and young people/vulnerable adults and expect all staff and volunteers to share this commitment. An enhanced disclosure and barring service check is a requirement of this post. A copy of the ‘Safeguarding Policy’ is available to view by visiting the School website: [www.kingsmeadschool.net](http://www.kingsmeadschool.net)

Please note: CVs are not accepted. Only fully completed application forms are to be submitted for shortlisting. Application form and additional information is available to view and download from the school website [www.kingsmeadschool.net](http://www.kingsmeadschool.net) or alternatively by contacting the school.

Please review our Recruitment Pack on the school website before submitting your application.

All applications should be submitted to recruitment@kingsmeadschool.net

**Closing date for applications:** Friday 21st January 2022 (9.00 a.m.)

**Interview Date: To be confirmed**

