

Cover Manager / Data & Assessment Officer

Salary: H5 9 - 14 £20,903. - £23, 080. pro rata + outer fringe allowance (fringe allowance £626 pa pro rata)

Working Pattern: Full time term time plus one week to be worked flexibly including August GCSE/A Level results days.

We are seeking to appoint a Cover Manager/Data Officer. The new post holder must be a team player and able to establish effective working relationships with students, department staff, leadership team and outside agencies.

This is a non-teaching role.

Working under the direction of the Data and Examination Manager, you will be responsible for the facilitation of cover for absent teachers, planning and organising high-quality classroom cover. The skill to analyse and access information and data to work out complex cover arrangements is vital. In addition, you will be involved with management and analysis of school data, information management of the school management information system (Arbor) as well as assisting with the administration of internal and external examinations. The ability to produce highly accurate data reports is crucial.

The successful candidate must be well-organised, able to work under pressure, show meticulous attention to detail and enjoys working with young people. You will be experienced in data manipulation and analysis, have excellent interpersonal and communication skills, have the ability to work independently and use your own initiative. The nature of the work requires the successful post holder to start work at 7.15am each day and may sometimes involve the post holder carrying out work outside of their normal working hours. The school would require flexibility during the exam season.

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to apply for an enhanced disclosure from the Disclosure and Barring Service (DBS).

Please apply to the HR Manager by letter and application form which can be found on the careers page of our website www.leventhorpe.net

Applications should be sent to Mrs Wendy Shannon, HR Manager, via email to **hr@leventhorpe.net** **Closing date 12 noon Monday 31st January 2022.** During this unusual time, interviews will take place via Zoom meetings the following week.