



**Vacancy: Data & Exams Officer**

**Job Start:** ASAP

**Salary Range:** Grade 6, SCP 9 - 17 £26,409 - £30,060 FTE per annum (dependent upon experience) Actual pro-rata salary £15,490 - £17,631

**Hours:** 24 hours per week (flexibility on working pattern)

**Location:** Scunthorpe

**Contract:** Permanent, part-time, term time only plus 5 INSET days plus an additional 10 days. Must be available on A-Level and GCSE download and results days.

**Benefits:** Local Government Pension Scheme

We are seeking to appoint an enthusiastic, flexible and organised Data and Exams Officer to oversee and ensure the smooth running of examinations and school wide data systems. The successful candidate will have a good working knowledge of exams processes, administration and school MIS systems such as Bromcom. They will have proven experience in all aspects of the role within an educational setting or similar, be highly organised, able to prioritise effectively and work well under pressure, as well as being highly organised and possess excellent communication skills, both written and verbal.

During exam seasons you may be required to work additional hours to ensure the smooth running of external examinations. These additional hours will be paid at your normal hourly rate.

The UTC is a 13-19 school (PAN 600) in Scunthorpe town centre which is supported by an impressive list of local, regional, national and multi-national companies and by educationalists with a track record of success. Our students follow specialism pathways in either Engineering or Health Sciences. As well as providing students with high levels of technical skills these specialisms are the inspiration for underpinning learning in the main STEM subjects.

The UTC curriculum and ethos enables students to become confident and independent through active and experiential learning. We have a very friendly ethos, with positive relationships at the heart of our vision.

The UTC is committed to safeguarding and promoting the welfare of children. All appointments will be subject to a satisfactory enhanced DBS disclosure

**Closing date:** Monday 21st July at 9.00 am

**Interview date:** Thursday 24<sup>th</sup> July

Completed application forms should be returned to Mrs Jo Wilby (Business Manager) at [j.wilby@enlutc.co.uk](mailto:j.wilby@enlutc.co.uk)

We reserve the right to close this vacancy early should we receive an overwhelming response. All candidates are advised to refer to the job description and person specification before making an application.

Follow us on Facebook, Twitter and LinkedIn. Further details can be found on our website at [www.enlutc.co.uk](http://www.enlutc.co.uk)