

Data & Assessment Manager

37 hours per week

Term Time + Inset days + 2 weeks in summer holidays

Grade 12 Point 12 – 19 £24,496 - £27,852 per annum, pro rata

Actual Salary £22,248 - £25,296 dependent on experience

Start date: ASAP

Frome College has a vacancy for a Data & Assessment Manager to raise standards of performance through the management and development of strategic and operational data analysis systems.

Using SIMS & SMID you will support in depth analysis of student, teacher and curriculum performance as part of the whole college self-review and working with the Assistant Principal, you will also help maintain the College Timetable. This is a key role where the postholder will lead the Data, Assessment and Examinations Team to develop and meet the ongoing changing needs of the College.

To be considered for the role you will be able to demonstrate that you:

- Have a good understanding of and a passion for working with Data, Systems and Management Information in order to raise standards.
- Excellent IT skills, specifically in the area of databases.
- Are able to communicate effectively with a range of key stakeholders, including team members, Senior Leaders, Local Authority personnel and Examination Board Inspectors.
- Have effective and positive team leader management skills.
- Understand and respect the confidential and legal aspects around dealing with data which is held by the College.
- Ideally have working knowledge of SIMS (School Information Management System) however, training can be provided.
- Are able to manage busy workloads to meet deadlines and timescales.
- Have a positive 'can do' attitude, with a great sense of humour.

We offer the successful candidate:

- opportunity to be part of a strong community and supportive workforce.
- a calm and welcoming environment which enjoys a large amount of green, open spaces.
- supportive induction programme and CPD opportunities.
- free parking.
- onsite catering and nursery.
- 'My Staff Shop' benefits – including Cycle to Work scheme.
- discounted access to leisure centre including gym and pool (located next to the college).

Frome College is a successful, vibrant, and forward thinking 13-19 Upper School with approximately 1200 students. It is a fast-moving school undergoing exciting and rapid regeneration. We are based on a stunning campus in easy reach of Bath and Bristol. Frome itself is a thriving market town, with a vibrant artistic community with the renowned Frome Festival, monthly Sunday market and many restaurants and 2 theatres, one of which is on campus.

Closing date: Monday 6th March 2023 (8am)

Visits to school are welcome, please contact the recruitment dept to book an appointment

Tel: 01373 465353 or Email: fccrecruitment@fromecollege.org

Please visit our website for details on how to apply: www.fromecollege.org/join-us/vacancies

Applications should be completed in full and returned by email to: fccrecruitment@fromecollege.org

This post requires a criminal background check via the Disclosure Procedure