

**Exam & Assessment Assistant**  
**Outwood Academy City, Sheffield**  
**Required From: As soon as possible**  
**Salary: OGAT Grade 3 NJC 5 - 6 £19,312 - £19,698**  
**Actual Salary - £13,736.37- £14,010.92**

This post is part time (30 hours per week), 40 weeks per year (equivalent to term time plus 10 days).

Serving the bustling city of Sheffield, Outwood Academy City was constructed in 2011 with state-of-the-art facilities and joined Outwood Grange Academies Trust three years later. The school has undergone a huge transformation for its 1000 students, with an innovative curriculum and a personalised approach to learning enabling them to realise their vocational, practical, creative and academic abilities. This was recognised by Ofsted in February 2019, when the academy was judged 'Good with Outstanding Leadership'. Inspectors noted that, "Leaders and teachers demonstrate high expectations for all pupils. They are determined that pupils achieve well in their subjects".

Applications are invited from suitably experienced individuals with the energy and confidence to become an integral part of the Academy.

Outwood Academy City is seeking to appoint an Exam & Assessment Assistant, the successful candidate will join a very busy team providing whole school administrative support with a primary focus of providing administrative support to the Examinations Officer during periods of data collections and exams seasons. You will be required to support during the GCSE results days.

Candidates should have excellent communication skills, be organised and able to remain calm in a busy environment. Strong IT skills specifically in Microsoft Office are essential. Training will be provided on our management information system. The successful candidate will be a team player with a proactive approach to work. Owing to the nature of the role, an ability to relate to the Academy's students is crucial. The successful candidate will be a member of the Academy's first aid team; training will be provided.

The successful applicant will be required to work as part of a dedicated team of staff and relate to a wide range of staff and students within the Academy.

As part of a growing multi-academy trust, the successful candidate will be well supported and have access to a range of high quality professional development through the Outwood Institute of Education.

To arrange an informal discussion about the role, please contact Ryan Sheehan by email to [r.sheehan@city.outwood.com](mailto:r.sheehan@city.outwood.com)

Applications should be completed online at  
[https://fa-eqvg-saasfaprod1.fa.ocs.oraclecloud.com/hcmUI/CandidateExperience/en/sites/CX\\_1/](https://fa-eqvg-saasfaprod1.fa.ocs.oraclecloud.com/hcmUI/CandidateExperience/en/sites/CX_1/)

Closing Date: **Friday 29<sup>th</sup> October 2021 at 12noon**  
Interview Date: **Thursday 4<sup>th</sup> November 2021**

*The Outwood Grange Academies Trust is committed to safeguarding and promoting the welfare of children. All appointments will be subject to a satisfactory DBS check.*

**We reserve the right to close advertisements early. Advertisements will therefore close at 12noon, either on the advertised closing date, or the day the decision has been taken to close the advertisement early.**