

Exams & Assessment Officer
Outwood Academy City, Sheffield
Required From: As soon As possible

Salary: OGAT Grade 6, SCP 12-14, £22,183 - £23,080

This post is full time (37 hours per week), 52 weeks per year

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".

Supported by a highly skilled and experienced Senior Data & Exams Manager, the successful candidate will be responsible for the running and administration of internal and external examinations and maintaining accurate student records.

You will need to be a highly organised and experienced administrator, have excellent communication skills, with the ability to remain composed in a busy environment. Strong IT skills specifically in Microsoft Office are essential and experience of SIMS would be an advantage but is not essential as training will be provided on all aspects of the role. The successful candidate will be a team player with a proactive approach to work. You will line manage the academy's Exams and Assessment Assistant and owing to the nature of the role, an ability to relate to the academy's students is crucial.

Outwood Academy City utilises OGAT's established suite of pre-built analysis reporting tools; the successful candidate will be responsible for populating and maintaining these tools as part of raising student progress and achievement.

To arrange an informal discussion about the role, please contact act Ryan Sheehan, Assistant Principal on r.sheehan@city.outwood.com and we will be happy to assist.

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.

Applications should be completed online at
https://fa-eqvg-saasfaprod1.fa.ocs.oraclecloud.com/hcmUI/CandidateExperience/en/sites/CX_1/

Closing Date: **Midday on Friday 29th October 2021**

Interview Date: **Thursday 4th 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.