

**BRIGHOUSE HIGH SCHOOL**

Finkil Street, HD6 2NY

11-18 Comprehensive School

With Academy Status

**EXAMINATIONS AND DATA ASSISTANT**

20 hours per week – term time only, plus 10 days

**Additional hours will be required during exam season**

APT&C Sc.3 Point 5 - 6

Required as soon as possible

Prime Objectives of the post

Duties will involve:

* To support the Exams Manager in managing all aspects of examinations organisation, entries and results and assessment data. This will include periods of working autonomously, particularly during main exam seasons.
* To support the production of attainment analysis, assist with the management, reporting and analysis of data and targets relating to student achievement.
* To support the development of MIS in order to meet all the educational needs of the school.

We are committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment. Further information regarding our Child Protection and Safeguarding Policy can be found on the school website. The successful applicant to this post will be subject to an Enhanced DBS check (Disclosure) before the appointment is confirmed.

For an application pack and further details please contact Zoe Jenkinson (01484 710408) or email [z.jenkinson@brighouse.calderdale.sch.uk](mailto:z.jenkinson@brighouse.calderdale.sch.uk)

The information can also be downloaded from the school website [www.brighouse.calderdale.sch.uk](http://www.brighouse.calderdale.sch.uk)

**Closing date: Friday 13th December 2024 at 12 noon**