



# WADDESDON

## CHURCH OF ENGLAND SCHOOL

**IDENTIFIED BY OFSTED AND SIAMS AS "OUTSTANDING"**

**The school is seeking to appoint the following:**

### **EXAMINATIONS AND DATA TRACKING OFFICER**

**Bucks Pay Range 4 (21-25):**

**£25,216 - £27,281 pro rata (actual: £22,487 - £24,329)**

**37 hours / 41 weeks (term-time plus 10 days): 0.89 FTE**

We are seeking a highly organised and motivated individual to be responsible for school data tracking and the effective organisation of our internal and external exams. The successful candidate will be numerate and familiar with computer programmes such as Excel. Previous experience working in an educational environment or exams office is desirable.

Waddesdon Church of England School is an outstanding, oversubscribed 11-18 school, set in rural Buckinghamshire. There are just over 1000 students on roll, including 300 in the Sixth Form. The school has an excellent reputation for CPD.

**For more information on the school, please visit [www.waddesdonschool.com](http://www.waddesdonschool.com)**

**Closing date for applications: Friday 1<sup>st</sup> July (12pm)**

*The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The post is subject to an enhanced DBS check, and employment will be conditional upon completion of satisfactory pre-appointment checks.*

*Only applications on the appropriate Waddesdon CE School teaching or support staff application form, and showing full employment history, will be considered. Applicants are invited to view the school's Safeguarding & Child Protection Policy via this link <https://www.waddesdonschool.com/safeguarding/>*



**School Lane, Waddesdon, Aylesbury, Bucks HP18 0LQ Tel: 01296 651382 Email: [office@waddesdonschool.com](mailto:office@waddesdonschool.com)**