**Job Title:** Examinations and Data Officer

**Grade:** Aquinas 7

**Hours:** 36 hours per week, 42 weeks per year

**Full Time Salary:** £34,031.00 p.a. - £40,380.00 p.a.

**Actual part time range:** £31,720.49 p.a. – 37,638.43 p.a.

**Accountable to:** Assistant Headteacher

**Start Date:** Immediate Start

**Closing date for applications:** 3rd July 2024 - midnight

Bishop Justus Church of England School is seeking to appoint an Examinations and Data Officer who will be responsible for the administration, organisation and smooth running of all public examinations for the school.

**Our ideal candidate will:**

* Have a flexible attitude;
* Good communication and organisational skills;
* Strong IT skills, use of Microsoft Office applications is essential;
* Good time management skills and the ability to prioritise tasks;
* Experience of administration or related field;
* Excellent attention to detail; and
* A good sense of humour.

 **In return, we offer:**

* A happy community committed to the professional development of all colleagues;
* A distinctive local context ensuring we place inclusivity at the heart of all we do;
* A skilled and experienced team of teachers and other professionals;
* A motivated leadership team leading rapid improvement to the students’ life chances;
* A school in which the students are enthusiastic, engaging and thoughtful.

We would be pleased to welcome you for an informal visit prior to application.

*We are committed to safeguarding the young people in our care and we expect all our staff to share this commitment.  The successful applicant will be required to undergo an enhanced DBS check.*

*As an employee of the Aquinas Church of England Education Trust you are required to have regard to the character of the Trust and its foundation and to undertake not to do anything in any way contrary to the interests of the foundation.*