



Brayton Academy

Brayton Academy 'Outstanding in all Areas'
Ofsted June 2019



Examinations Officer supporting MIS and Data

Brayton Academy, Doncaster Road, Selby, YO8 9QS

Salary: SCP 25 – 29 (£30,095 - £33,486 per annum)
Actual Salary: £26,517 - £29,505 per annum
Hours: 37 Hours per week. Term time plus 10 days
Date required: ASAP

Brayton Academy is looking to appoint a skilled Examinations Officer to join our outstanding academy. The right candidate will be efficient in ensuring the smooth running of both internal and external examinations in line with JCQ regulations, and will operate and maintain MIS and data with precision, care and confidentiality. You will be proficient in the use of a variety of IT systems and packages to assist in the production of reports and schedules, and you will have exceptional organisational and time management skills.

Brayton Academy was awarded 'Outstanding in all areas' at the OFSTED inspection in June 2019 which highlighted the pupils' exemplary behaviour as well as excellent attitudes to learning. The outstanding Leadership Team continue to drive for improving the life chances of our students and as OFSTED note students make the substantial progress in lesson thanks to skilful teaching. We are part of The Rodillian Multi Academy Trust which has a reputation for high expectations for all, an innovative curriculum and excellent staff/student relationships. It is regarded as one of the most successful Trusts in the country and is recognised as an organisation that does things differently. Our academies are a place where staff can develop their skills and find their own style and methods of teaching. Colleagues learn and grow alongside our students and feel that they are making a real difference to the lives of those they teach. We believe that traditional values of discipline and respect are sacrosanct. We do not tolerate bullying, defiance or rudeness, and this has made for a harmonious and safe learning environment for our young people and a supportive environment for staff. This is an excellent time to join our thriving academy.

Prospective candidates are welcome to contact the academy via Sophie Addison, PA to Principal at saddison@braytonacademy.org.uk to arrange a discussion about this opportunity.

The Trust is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. The successful candidate will be required to undertake an Enhanced Disclosure check by the Disclosure and Barring Service.

Please complete an application pack which can be downloaded from the Trust website www.rodillianacademytrust.co.uk.

Closing date for completed applications; Monday 17 January 2022 at 9.00am

Applications must be returned to recruitment@rodillianacademy.co.uk

