

## Exams and Data Officer

**Scale:** Scale 5 (£22,571 to £24,920 per annum)

**Closing date:** Wednesday 29<sup>th</sup> June 2022 at 9am or sooner

**Contract:** Permanent, 37 hours per week, 52 weeks per year

**Start date:** 5<sup>th</sup> September 2022

**Location:** Melton Vale Sixth Form College, Melton Mowbray, LE13 1DN

This is a new role which will encompass both examinations and data responsibilities. The effective running of examinations at MV16 is paramount to the success of the college, we are looking for someone who can use systems to streamline routines, facilitate efficient data processes and present information concisely. We are well supported by our colleagues within the central team at Nova Education Trust who can offer specialist advice, training and networking. We are also able to offer external development opportunities for someone who is new to exams management.

The Exams and Data Officer sits within the Business Support Team which is led by the College Business Manager. The team delivers all non-educational functions including operations, facilities, admissions, finance, marketing, HR, governance and SLT support. We work collaboratively with teaching staff to ensure we can provide a first-class educational experience to our young people.

This role would suit someone who has experienced a support role within education who is now looking for development in a specific area. We are able to offer an external training package to support the post holder to understand and implement the examinations element of the role. The successful candidate will be able to contribute to the wider remit of the Business Support Team by being approachable, flexible and having a positive, 'can-do' attitude.

We are open to considering part time, term time only, flexible or hybrid working for the right candidate.

The Nova Education Trust is a cross-phase Multi-Academy Trust based in Nottinghamshire. The schools in our portfolio includes both secondary and primaries, working in a range of contexts. Our track record demonstrates our ability to deliver our core goal, achievement for every child.

If you would like an informal discussion before applying for this role please call Samantha Newark, Business Manager, on 01664 504751. Visits to the College are encouraged.

We positively welcome applications from all sections of the community. Melton Vale Sixth Form College is committed to safeguarding and promoting the welfare of children and young people, and we expect all staff and volunteers to share this commitment. All staff will be required to undergo an enhanced Disclosure and Barring Service search in line with DfE requirements.