

**Examination and Data Officer**

**Grade SO1 (point 23 to 25) £28,967.00 - £30,655.00 PA (subject to annual pay increase)**

**Permanent - starting ASAP**

**37 hours per week**

**Term Time plus Teacher Education Days and Extra Two Weeks**

Bishop Perowne Church of England College seek to appoint a well organised Examination and Data Officer to oversee internal, external assessment and formal examination processes, plus supporting with the entry of meaningful school data. The successful candidate will be jointly led and line managed by a member of the Senior Leadership Team (examinations/assessments) and our Data Manager (data production). Prior experience of either role would be beneficial but not essential. A good working knowledge of Microsoft programmes (Excel) is essential.

The successful candidate will be able to demonstrate a high level of commitment to the development of the school. Excellent attendance and punctuality and be willing to actively seek to enhance their own learning to improve the service delivered.

This job represents a genuine opportunity to make a difference to a young person’s life in line with our vision statement “*At Bishop Perowne, we do nothing from selfish ambition or conceit, but humbly count others more significant than ourselves. (Philippians 2:3)”*.

An application form can be obtained from Mrs K J Wigley, the Headteacher’s P.A./HR Manager at school or via telephoning 01905 746804. Applications must be made via an Application Form available from the College, together with a covering letter.

**Closing date for receiving applications: 9.00am, Thursday 26th September 2024**

**Interviews: w/c Monday 30th September 2024**

**Bishop Perowne is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. We expect all staff, volunteers and trustees to share this commitment.**

**Our recruitment process follows the keeping children safe in education guidance.**

**Offers of employment may be subject to the following checks (where relevant):
Childcare Disqualification
Disclosure and Barring Service (DBS)
Medical
Online and Social Media
Prohibition from Teaching
Right to Work Satisfactory References
Suitability to Work with Children**

**You must tell us about any unspent conviction, cautions, reprimands or warnings under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975.**