



Exams & Data Officer

To start as soon as possible

Pro Rata Salary: SCP 19 to 22 - £23,718.22 to £25,170.00 per annum

Plus, Outer Fringe Allowance £582.73

36 hours per week, term time plus 2 weeks (41 weeks)

Are you:

- **Energetic, enthusiastic and focused**
- **Passionate about working around pupils who have special needs**
 - **Conscientious and innovative**
- **Committed to working collaboratively as part of a multidisciplinary team**

Parkwood Hall is a residential school for students aged 8 – 19 years with moderate to severe learning difficulties. Parkwood Hall aims to provide an outstanding and supportive learning environment which challenges students to achieve success. The core learning values, which are at the centre of the curriculum, focus upon developing the student's resilience and ability to make informed life choices.

We are looking for an experienced analytical, detail oriented and flexible Exams and Data Officer who has strong IT skills such as excel, word, access and experience of MIS software for schools to join us.

To provide high quality administrative support, specifically in relation to examinations data. The post holder will also manage all public and internal examinations/assessments, and take responsibility for related administration. The role will also include management of student data and evidence for learning/Insights.

This is a key role within the school where flexibility is essential, together with the ability to be pro-active and demonstrate a flair for IT. The successful applicant will need to be able to operate in a highly organised manner to cope with the demands of a very busy environment where attention to detail is paramount.

In return, we offer a supportive team, employer who invests in training and development, health cash benefit which offers a great range of alternative therapies, discounted gym membership, free hot drinks, a recently refurbished comfortable staff room, free parking and based at a beautiful Victorian building.

This post is considered to be a customer-facing position; as such it falls within scope of the Code of Practice on English language requirement for public sector workers. The school therefore has a statutory duty under Part 7 of the Immigration Act 2016 to ensure that post holders have a command of spoken English sufficient for the effective performance of the job requirements. The appropriate standards are set out in the person specification. These will be applied during the recruitment/selection and probationary stages

Applications and information can be found via the school website at www.parkwoodhall.co.uk/53/vacancies or by sending your email address to contact@parkwoodhall.co.uk stating the name of the vacancy.

Please note that CVs alone cannot be accepted.

Parkwood Hall Co-operative Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Our Candidate Privacy notice can be found on our website.

This position is exempt from the Rehabilitation of Offenders Act 1974 and an enhanced DBS Disclosure is required.

Applications are invited from black and ethnic minority candidates and from men, as these groups are under-represented on the school's staff. (RRA sections 35-38 apply).

Closing date: Midnight 27th November 2022

Interview date: 8th December 2022