



Data and Exams Administrator – Advert

Mission Statement:

To work together to inspire and challenge our learners to achieve excellence

This mission statement is summed up in our motto:-

INSPIRE, CHALLENGE, EXCEL

Vision: Outstanding in everything we do

Our Values: RESPECT, PRIDE, AMBITION

Post Hours: 37 hours per week

Post Grade: 6 (SCP 15-17)

Salary: £17,072 to £17,772 per annum pro rata

Special conditions of Service:

Term time only plus 1 week during school closure

Immediately responsible to the Data & Exams Manager

Castlebrook High School is a rapidly improving school, with a clear ambition for its future: it will be second to none. The Academy Principal, Senior Leadership Team, Academy Councillors and Staff are committed to securing outstanding in all areas of school life and the best possible outcomes and life chances for all learners.

We are looking for a colleague to support the Data and Exams Manager in reaching key objectives which include effective support of the examination process, data collection and the maintenance of an excellence and compliant website.

Applications must:

- Have excellent:
 - ICT skills or demonstratable aptitude
 - Organising, planning and prioritising skills
 - Numeracy and literacy skills
- Be methodical with a good attention to detail
- Be a dedicated team player who can develop excellent relationships with learners and colleagues
- Fully support and at all times uphold the policies and positive ethos of the school and Shaw Education Trust

Sue Armstrong **Principal**

Castlebrook High School, Parr Lane, Bury, BL9 8LP

Tel: 0161 796 9820 **Email:** castlebrook@bury.gov.uk **Online:** www.castlebrookhighschool.co.uk



- Be willing to commit to participating in staff CPD opportunities

Application forms are downloadable from this website. Comprehensive information about our school is available from: www.castlebrookhighschool.co.uk

Closing date for applications is 12 noon on Friday 12 January 2018
Interviews are scheduled to take place week commencing Monday 22 January 2018

*Our school is committed to safeguarding the promoting the welfare of children and young people and expects all staff to share this commitment.
Appointment to this post will be subject to a satisfactory enhanced disclosure from the Disclosure & Baring Service and other recruitment checks.
The school is committed to the ongoing professional development of all its employees.*

Sue Armstrong **Principal**

Castlebrook High School, Parr Lane, Bury, BL9 8LP

Tel: 0161 796 9820 **Email:** castlebrook@bury.gov.uk **Online:** www.castlebrookhighschool.co.uk