



## Data and Assessment Systems Manager / Exams Office - 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**

This is a permanent full time post required from February 2017

Post Hours: 37 hours per week (leave to be taken during school closure)

Post Grade: 11 (SCP 34-36)

Salary: £30153-31601 per annum

Immediately responsible to the Assistant Headteacher

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.

Successful applicants must be able to:

Provide a strategic lead on the collection of analysis and data

Create, manage and develop data systems for pupil tracking and target setting information including DataSec and SISRA

Line manage the Data & Exam Assistant and invigilation team

Give regular presentations to the Senior Leadership Team and all staff on the significance of the data

Be responsible for the training and support of all staff on Data Systems

Be responsible for keeping all staff updated with any key developments in aspects of tracking, monitoring and assessments

Lead in all aspects of Examination Administration including responsibility for budgets

Create reports for key stakeholders

Be a dedicated team player who can develop excellent relationships with learners and colleagues

**Sue Armstrong Principal**

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

**Tel:** 0161 796 9820 **Email:** [castlebrook@bury.gov.uk](mailto:castlebrook@bury.gov.uk) **Online:** [www.castlebrookhighschool.co.uk](http://www.castlebrookhighschool.co.uk)

CASTLEBROOK  
HIGH SCHOOL

● INSPIRE ● CHALLENGE ● EXCEL ●



Fully support and at all times uphold the policies and positive ethos of the school and the Shaw Education Trust

Be willing to commit to participating in staff CPD opportunities

Application forms are downloadable from this website. Comprehensive information about our school is available on the school website [www.castlebrookhighschool.co.uk](http://www.castlebrookhighschool.co.uk).

Closing date for applications is 12 noon on Friday 12th January 2018

Interviews are scheduled to take place on Monday 22nd January 2018

Our school is committed to safeguarding and 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 & Barring 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

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Staffordshire, ST5 9JU

The details of our academies registered as business names can be found at [www.shaw-education.org.uk](http://www.shaw-education.org.uk).