

EXAMINATIONS OFFICER AND DATA MANAGER

ALT GRADE F: £21,748 (pro rata)

HOURS: 37 hours per week

Term time plus 15 days (must include GCSE and A level results)

The College seeks to appoint an Examinations Officer and Data Manager to be responsible for all aspects of administration of external and internal examinations, including responsibility for exam invigilators employed on a casual basis. The role also includes management of college data systems, assessment calendars and reporting structures.

The post is likely to appeal to individuals who have an interest in education and to someone who is able to maintain confidentiality. This person will also need to show excellent organisational and communication skills (including ICT), be able to work hard and with others, and to manage when under pressure.

In line with our commitment to safeguarding and promoting the welfare of our students, appointment will be subject to DBS check and satisfactory references.

Applicants are thanked for their interest in Cromwell Community College. Please note that only candidates shortlisted for interview will be contacted. We are unable to accept CVs.

Full details and application form available from:

Mrs Caroline Buckle, Cromwell Community College, Wenny Road, Chatteris, Cambs, PE16 6UU

Tel: 01354 692193

Email: cbuckle@cromwell.cambs.sch.uk

Application pack available online at: www.cromwellcc.org.uk

Closing date: Tuesday 13 April 2021 at 12.00 noon