

<b>Job title</b>	<b>Data and Exams Manager</b>
<b>Location</b>	St Marks Church of England Academy
<b>Salary range</b>	PO2, SCP 31 - 34 (£43,299 - £46,512 per annum FTE). Actual pro-rata salary for 35 hours and 43 weeks per year equates to £40,666 - £43,684.
<b>Contract</b>	35 Hours per week, 43 weeks per year (TTO + 4 weeks) Permanent, On-site
<b>Start date</b>	ASAP
<b>Closing date for applications</b>	23 <sup>rd</sup> February 2025 (Midnight) Applications will be shortlisted as received and interviews may take place prior to the closing date, therefore early application is strongly advised.
<b>Interview date</b>	Interviews are likely to take place during the schools' summer closure period and will involve a task and panel interview.

**This could not be a more exciting time to lead within the St Mark's family. Following our full graded Ofsted inspection in May 2024, St Mark's CoE Academy achieved an Outstanding judgment in all areas of the framework. Outcomes at the Academy at Key Stage 4 are in the top 8% of all schools nationally with a Progress 8 Score of +0.71. In 2024 an impressive 68% of all A Levels were awarded A\*-B grades, 92% A\*-C grades and 30% of students securing a place at a Russell Group University.**

Applications are invited for an analytically minded and experienced Data and Exams Manager. The preferred candidate would benefit from a strong knowledge of school MIS (Bromcom) and fluent in leading data.

This is an incredible opportunity for an experienced data specialist wishing to further develop their career within an outstanding academy, to make a transformational difference to the lives of our young people. St Mark's drives the highest standards by showing an unwavering commitment to designing and implementing multiple data systems across all areas of school improvement. This could be your chance to support a values-based community to thrive through your role.

This role will provide strategic support to the SLT, in all things data and exams within the academic lifecycle. You will work closely with other Trust wide data and exams partners, to ensure robust attainment and exams strategy, enabling our young people to reach their God-given potential.

**In return St Mark's can offer colleagues;**

- Competitive Support Staff salaries on London Pay Range
- Pension schemes - TPS (Teachers) and LGPS (Non-Teachers)

- CPD certified opportunities - available to all employees, including the Step Lab Powerful Coaching programme
- In depth well-being programme, including 'Cake Wednesday', weekly Pilates classes, 'HR Surgery', fruit Friday's.
- An inspirational and collaborative culture, where Leadership actively promote staff voice
- Trust wider curricular collaboration and development opportunities
- Continual opportunities for succession and progression, including secondment opportunities to Middle and Senior leadership
- Employee Assistance Programme (EAP) - providing well-being and confidential advice services
- Cycle to Work scheme
- Health Shield Scheme
- On site staff car park
- Free staff lunch offer

*We are committed to safeguarding and promoting the welfare of children and young people and require all staff and volunteers to share and demonstrate this commitment. The successful candidate will have to meet the requirements of the person specification and will be subject to the relevant pre-employment checks which will, where applicable, include a health check, an enhanced DBS check, an online check and satisfactory references.*

*It is an offence for an individual who has been disqualified from working with children to knowingly apply for, offer to do, accept, or do any work in a 'regulated activity'. The position advertised is a 'regulated activity' and is exempt from the Rehabilitation of Offenders Act 1974 [Exceptions] Order 1975.*

**How to apply:**

Applications should be made via the My New Term platform, on the Academy website [St Mark's Academy - Vacancies \(anthemtrust.uk\)](https://www.anthemtrust.uk)