



ST. PETER'S CATHOLIC SCHOOL

Whitefields Road, Solihull, B91 3NZ

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web: www.st-peters.solihull.sch.uk

Examinations and Data Manager

**Permanent, Full Time
37.5 hours per week (8.00am to 4.00pm)**

**Band E £30,507 - £35,934
Required as soon as possible**

We are seeking to appoint a skilled and organised individual, to lead all aspects of examinations and data administration.

Job Purpose - To be responsible for the administration and organisation of all aspects of the following:

- External examinations (in accordance with awarding body regulations)
- Internal examinations (in accordance with school regulations)
- Internal assessments
- Attainment and Reporting Procedures
- Student tracking and data for learning (including soft data)
- Management and administration of SIMS

St. Peter's Catholic School is a popular, oversubscribed and successful school, rated outstanding in all areas by Ofsted. We pride ourselves on the excellent academic standards that we achieve across all key stages, the pastoral care that we provide and the enrichment opportunities that we offer.

The successful candidate will:

- Have high expectations and a positive outlook
- Be both creative and independent
- Possess excellent interpersonal, communication and practical skills
- Deliver a positive customer focussed service
- Have a flexible and adaptable manner
- Support the ethos of St. Peter's School

What we can offer:

- To work with a vibrant, confident staff and pupils
- To work in a school with high expectations and high standards of achievement and behaviour
- A positive, warm and supportive working environment where everyone feels valued

St. Peter's Catholic School is committed to safeguarding and promoting the welfare of children and young people and expects all staff, contractors and volunteers to share this commitment. The successful applicant will be expected to undertake an enhanced DBS check and other relevant checks as appropriate.

An Application Form and further details are available from the School Website. Please note CV's are not accepted. **Closing Date:** Friday 24th January at midday