



WADDESDON

CHURCH OF ENGLAND SCHOOL

IDENTIFIED BY OFSTED AND SIAMS AS "OUTSTANDING"

"Naturally, pupils and Sixth Formers love coming here and are inspired to achieve." (Dec. 2021)

Examinations & Data Tracking Manager

Bucks Pay Scale 5: 26-30 (£27,802 - £30,175 FTE)

Actual £24,793 - £ - £26,909

37 hours per week, 41 weeks (term-time plus 2 weeks) 0.8918 FTE

- Are you an experienced Exams Manager or Officer looking for a change of scenery?
- Would you like to work in an Outstanding school with caring and compassionate colleagues?
- Do you want a fresh challenge and the opportunity to apply your experience to ensure an efficient and polished school examination service?

We are seeking an experienced and enthusiastic Examinations & Data Tracking Manager to work within our Outstanding school. You will be experienced in examinations matters and will be able to manage your workload and priorities effectively to be able to deliver a high quality service. We have recently appointed a new Examinations & Data Tracking Officer and now need you to oversee them and our experienced and dedicated invigilation team. If you have always wanted to work at Waddesdon School and be part of something great, now is the time to apply.

The ideal candidate will be able to work flexibly and should be able to work on his/her own initiative. We are open to considering reduced hours working for the perfect candidate.

Waddesdon School is an oversubscribed all ability 11–18 school, set in rural Buckinghamshire. The school is 30 minutes away from Oxford and also within easy commuting distance from Bicester, Thame, Aylesbury and Milton Keynes. There are just over 1000 students on roll, including 300 in the Sixth Form. The school has an excellent reputation for CPD and recognises and values the contributions of all staff. Relationships between students and staff are excellent at Waddesdon. The SIAMS inspection (March 2018) celebrated these in the following way:

"Relationships are shaped by the focus on the twin values of dignity and respect. There is a palpable sense of Waddesdon being a safe and secure place to be, of a community built on good humour, mutual support and love of self and neighbour; this is seen in lessons and around the school."

For further information on the school, please visit www.waddesdonschool.com

Closing date for applications: Tuesday 6th September (12pm)

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The post is subject to an enhanced DBS check, and employment will be conditional upon completion of satisfactory pre-appointment checks.

Only applications on the appropriate Waddesdon CE School teaching or support staff application form, and showing full employment history, will be considered. Applicants are invited to view the school's Safeguarding & Child Protection Policy via this link

<https://www.waddesdonschool.com/safeguarding/>

