



Exams/Data Officer

To start October 2020

Actual Term Time Salary: SCP 19 to 22 - £22,686.00 to £24,075.00 per annum

Including Outer Fringe Allowance £557.12

36 hours per week, term time only plus 2 weeks in the holidays.

Are you:

- **Energetic, enthusiastic and hard working**
- **Passionate about working with pupils who have special needs**
 - **Conscientious and innovative**
- **Committed to working collaboratively as part of a multidisciplinary team**
- **Confident in dealing with children who may sometimes displaying challenging behaviours.**

Parkwood Hall is a residential school for students aged 8 – 19 years with moderate to severe learning difficulties. Parkwood Hall aims to provide an outstanding and supportive learning environment which challenges students to achieve success. The core learning values, which are at the centre of the curriculum, focus upon developing the student's resilience and ability to make informed life choices.

We are looking for a resourceful, hardworking and flexible Exams/Data Officer to join the School and provide high quality administrative support, specifically in relation to examinations data. The postholder will also manage all public and internal examinations/assessments, and take responsibility for related administration. The role will also include management of student data and evidence for learning/Insights.

This is a key role within the school where flexibility is essential, together with the ability to be pro-active and demonstrate a flair for IT. The successful applicant will need to be able to operate in a highly organised manner to cope with the demands of a very busy environment where attention to detail is paramount.

Applications and information can be found at www.parkwoodhall.co.uk under the 'work for us' tab or by sending your email address to Julie Calkin at info@parkwoodhall.co.uk stating the name of the vacancy.

Please note that CVs alone cannot be accepted.

Parkwood Hall Co-operative Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Our Candidate Privacy notice can be found on our website.

This position is exempt from the Rehabilitation of Offenders Act 1974 and an enhanced DBS Disclosure is required. Applications are invited from black and ethnic minority candidates and from men, as these groups are under-represented on the school's staff. (RRA sections 35-38 apply).

Closing date: Midnight 27th September 2020
Visits to School: By prior arrangement only
Interview date: During the week beginning 12th October 2020