



BEBINGTON HIGH SPORTS COLLEGE
Higher Bebington Road
Bebington
Wirral
CH63 2PS

Examination and Data Officer
Scale F Pt 22-25, £18,307- £20,077 (pro rata)
Full time (40 weeks per annum)
36 hours per week

Required as soon as possible

The Headteacher and Governors of this successful and popular 11-18 co-educational, all-ability school are seeking to appoint an experienced, highly motivated and conscientious Examination and Data Officer to join our dedicated team.

The successful candidate will be responsible for the administration and organisation of all aspects of external and internal examinations in accordance with the regulations laid down by the awarding bodies.

Additionally, to complement the Exams role, the successful person will support the school's Data Manager in developing our approach to Data so that it provides timely information to help raise standards.

You will be a team player who will work closely with the subject leaders and Senior Leadership Team. You will be self-motivated, highly committed, flexible, enthusiastic, patient and show great initiative.

Application forms are available to download from the school website and completed forms should be returned to the school by the closing date, **Monday 13th November 2017**.

Please ensure you give specific details of your suitability against the person specification. The successful applicant will be required to undertake an enhanced disclosure DBS check.

The school is an Equal Opportunities Employer. All applicants will be considered on the basis of suitability for the post regardless of sex, age, race or disability. The school is committed to safer recruitment and vetting procedure. This post is not open to job share.

To arrange a visit to the school or to discuss the post please contact Debbie Jennings, Deputy Headteacher on 0151 645 4154 or email djennings@bebingtonhigh.com

Closing date: **Monday 13th November 2017 at 3pm**