

## **Outwood Academy City**

### **Exams and Assessment Officer**

**37 hours x 52 weeks**

Required to start as soon as possible

Salary Scale Point (SCP) 19 to 22 - £18,746 to £20,661 – Actual Salary

#### **Outwood Grange Academies Trust seeks applications from outstanding applicants with integrity, imagination and energy for this rewarding role.**

Serving the city of Sheffield, Outwood Academy City was constructed in 2011 with state-of-the-art facilities and joined Outwood Grange Academies Trust three years later. Prior to achieving Academy status, just 43% of students achieved five GCSEs at Grade A\* to C, including English and Maths; Students achieving English and Maths A\* to C combined over the last 2 years has been 69% and 68% with a progress 8 score well above the national average. In 2017, almost 70% of students passed both the new GCSEs in English and Maths. The academy is popular and numbers on role are increasing significantly year on year. We have a talented team of staff, who are committed to improving the life chances of all students irrespective of their background or starting points. If you believe in raising standards and transforming lives then this is the post for you.

Outwood Academy City is seeking to appoint an Exams and Assessment Officer reporting to the SLT for Deep Experience and Regional Senior Data & Exams Manager. The successful candidate will join a very busy team to ensure the accurate management and running of all examinations and produce accurate data as part of raising student progress and achievement, with the support of their Regional Senior Data & Exams Manager.

Candidates should have excellent communication skills, be organised and able to remain calm in a busy environment. Strong IT skills specifically in Microsoft Office are essential. Training will be provided on our management information system. The successful candidate will be a team player with a proactive approach to work. Owing to the nature of the role, an ability to relate to the Academy's students is crucial.

The academy benefits from being part of the Outwood Family of Schools and you will be joining a highly innovative, inspirational and ambitious organisation. The Trust guarantees every member of staff CPD and development opportunities.

Applications are invited from suitably experienced individuals with the energy and confidence to become an integral part of the Academy.

Full details of the post can be found on the recruitment page of our website:  
**[www.city.outwood.com](http://www.city.outwood.com)**.

**To apply for this post please complete the online application from our website under vacancies. CV's will not be accepted**

**Closing date: Wednesday 28<sup>th</sup> February 2018 (12pm)**

**Interview date: Friday 9<sup>th</sup> March 2018**

Please note that there is currently a job evaluation exercise being undertaken across the Trust. The salary advertised for this post is therefore subject to job evaluation and may change.

*We are committed to safeguarding and promoting the welfare of our students. All offers of employment will be subject to enhanced DBS Checks.*