
	<p style="text-align: center;"><b>Oldbury Wells School</b> Bridgnorth WV16 5JD</p> <p style="text-align: center;">Telephone 01746 765454</p>	
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**Data & Exams Officer (Level 3 Administrator)**

**Hours: 35 hours per week**

**WPY: Term time plus 5 days**

**Grade 6, SCP 8-11 (£12.80 - £13.47 per hour)**

**START DATE: ASAP**

TrustEd Schools is a multi-academy trust based in Shropshire consisting of five secondary schools and four primary schools and is committed to raising pupils' aspirations so that all young people reach their fullest potential and achieve the success they want for themselves.

**Main Outline of the Job**

Under the guidance of senior staff, the postholder will be responsible for undertaking administrative, financial, and organisational processes within the school. Specifically focused on examination and data administration.

**Main Duties and Responsibilities upon appointment**

- Assisting with the operation of the SIMS exam module, entry statement, timetables, entry lists, exam papers and security, exam results.
- Undertake key jobs to do with examinations and data.
- Provide clerical support – photocopying, filing, faxing, emailing, post sorting and distribution.
- Undertake word-processing and complex IT based tasks.
- Undertake administration of complex procedures.

*Further duties and responsibilities can be found in the job description.*

**Application process**

- Full details of the role and application process are available from the school's website [www.oldburywells.com](http://www.oldburywells.com). If you feel you have the qualities to complement our existing team, then we would love to hear from you. **Please note CVs will not be accepted.**
- **The closing date for all applications is Monday 26<sup>th</sup> September at 9am.** Applicants are encouraged to apply early as the Trust may start the interview process before the closing date.
- Date of interview to be confirmed. An email will be sent, or telephone call will be made to shortlisted candidates with details of the interview process. If you have not heard from us within a week of the closing date, please assume your application has been unsuccessful.
- Completed application forms should be returned by to [nicole.carter@oldburywells.com](mailto:nicole.carter@oldburywells.com) by the closing date.
- The appointment is subject to satisfactory pre-employment clearances including references, medical clearance, and an enhanced DBS Disclosure under the "Rehabilitation of Offenders Act 1974". Further details regarding this check are available by visiting [www.dbs.gov.uk](http://www.dbs.gov.uk). This Trust is committed to safeguarding and promoting the welfare of children and young people/vulnerable adults and expects all staff and volunteers to share this commitment. An online search will be undertaken as part of due diligence checks during the shortlisting process.