



# TOOTHILL SCHOOL

A MEMBER OF THE TORCH ACADEMY GATEWAY TRUST



## Data and Assessment Officer

APT & C Scale 4 - £17,714 - £19,742

Full time (37 hours per week)

Closing Date – Friday 7<sup>th</sup> August 2015

Toot Hill School is an Outstanding (Ofsted, 2012) 11-18 Academy in the rural market town of Bingham, Nottinghamshire – recently named by Family Investments as the best place in the UK to raise a family. In 2014 the GCSE and A Level results secured by our pupils were exceptional.

We are looking to appoint an organised, efficient and adaptable individual to join our established data and examination team.

The key responsibilities of this role are to:

- Oversee the collection of pupil assessment data from teaching staff.
- The production and distribution of pupil reports.
- Use internal analysis systems to produce pupil attainment data reports for the leadership team.
- Assist with the planning and management of all internal and external examinations.

Confidence in the use of IT applications, including the ability to manipulate complex Excel spreadsheets is essential. The work requires a meticulous approach, accuracy and attention to detail. A willingness to be flexible is a vital requirement of the post, particularly during examination periods.

To apply please forward an application form (which can be obtained by contacting the school or visiting the school website), together with a letter of application to Steve Scott (Data and HR Manager) - at the following address:

**Toot Hill School**  
**The Banks, Bingham**  
**Nottinghamshire**  
**NG13 8BL**

**Tel: 01949 875550**

**Fax: 01949 875551**

**E mail: [sscott@toothillschool.co.uk](mailto:sscott@toothillschool.co.uk)**

**Website: [www.toothillschool.co.uk](http://www.toothillschool.co.uk)**

Toot Hill School is committed to promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. Toot Hill School welcomes applications from all, irrespective of gender, marital status, disability, race, age or sexual orientation. An enhanced DBS is required for this post.