



Thursday 7 October 2021

Dear applicant,

## EXAMS AND DATA MANAGER

Thank you for your interest in the above post at Ibstock Community College. We are looking to recruit an experienced, skilled and organised exams and data manager to join our team.

### Context

Ibstock Community College currently has around 632 students on roll who come from the Ibstock area and a catchment of surrounding villages in North West Leicestershire. We are at an exciting stage in our development, as we are about to grow from being a Key Stage 3/11-14 school to welcoming students from 11-16 from autumn 2022. We are also anticipating exciting future developments and opportunities, having recently joined LiFE Multi Academy Trust in July 2021.

### About the role

This is a new role for the college and is crucial to our continued development as we go through age range change. Working closely with the assistant headteacher in charge of student progress and assessment, you will be responsible for planning and organising all aspects of the college's examination systems, as well as coordinating, developing and maintaining the college's data and assessment systems.

### About you

The ideal candidate will have experience of working in the education sector, specifically in a data environment, with sound knowledge of managing/analysing data using School Management Information Systems and other school packages, in order to support and improve teaching and learning.

If you have the drive and energy to make a real difference for our students and Ibstock Community College and this role sounds like the ideal next step in your career, we would like to hear from you and hope you will feel encouraged to apply.

### How to apply

We encourage you to visit our website for more detailed information about the college. Further information about the vacancy and a recruitment information pack can be found here:- [www.ibstockcollege.co.uk/content/vacancies.php](http://www.ibstockcollege.co.uk/content/vacancies.php). Informal enquiries about the post are welcomed and may be addressed to Sharon Bedwell, by emailing [principalspa@ibstockcollege.co.uk](mailto:principalspa@ibstockcollege.co.uk).

Please send a letter, maximum 2 sides A4, which specifically addresses the requirements of this post, together with your application form. To comply with Safer Recruitment guidelines, please do not send a CV as we do not accept them. Completed application forms should be emailed to [jobs@ibstockcollege.co.uk](mailto:jobs@ibstockcollege.co.uk) by **9.00 am on Monday 25 October**. Our selection event will be held on Wednesday 27 October.

Cont/d.



## **The application process**

### Safeguarding

We are committed to safeguarding and promoting the welfare of children and young people. All staff and volunteers are expected to behave in such a way that supports this commitment. Appointment to this post will be subject to satisfactory pre-employment checks.

### Data Protection

Should you be unsuccessful with your application, the school will confidentially destroy your application form after six months of its submission. If you are successful in your application, this information will be kept securely as part of your personal employment record.

### References

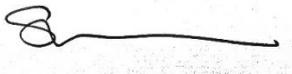
Applicants must provide the details of two referees. One reference should be from your current employer or if unemployed, your last employer. Where possible, references should be from separate sources and not from the same organisation or employer. All referees should have known you for at least one year or more and cannot be from a spouse, partner, friend or relation or from someone with whom you live. The school will contact referees for verification. Please ensure that you have permission to provide their details on the application form and note that references will be sought prior to interview for all shortlisted candidates.

### Equal Opportunities

We are determined to ensure that no applicant or employee receives less favourable treatment on the grounds of gender, age, disability, religion, belief, sexual orientation, marital status, or race, or is disadvantaged by conditions or requirements which cannot be shown to be justified.

I look forward to receiving your application. Thank you in advance for your interest in working with us and for the effort that you have made with your application. If you wish to discuss or clarify anything arising from the information attached, please do not hesitate to contact us.

With best wishes



Sophie Williams

Headteacher