

**Sir Frederic Osborn School**  
**Herns Lane, Welwyn Garden City,**  
**Hertfordshire AL7 2AF**  
**Tel: 01707 351350**

**An exciting opportunity to join the new Ridgeway Academy, opening in September 2018**

**Examinations and Sixth Form Data Manager**

**Pay scale: H7 (£23,398 – 25,951) paid pro-rata for hours and weeks worked**  
**Hours: 8.00am to 4.00pm, Monday to Friday (37 hours)**  
**Weeks: 38 weeks (term time) + 1 week (39 weeks) 0.85 FTE**  
**Actual salary: £19,926 – 22,100**

The Examinations and Sixth Form Data Manager is responsible for internal and external examinations in school in accordance with identified regulations. The post holder will also maintain and develop accurate and timely data for assessment recording and reporting for KS5 students.

**We can offer you:**

- A supportive team with a passion for continuous improvement
- A commitment to professional development
- A collaborative working environment

**We are looking for someone who:**

- Has excellent organisational and interpersonal skills
- Shares and delivers our vision to be an outstanding school
- Is adaptable and willing to learn
- Works hard, is enthusiastic and self-motivated

If you think this could be you, we would love to hear from you.

We are totally committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. All appointments will be subject to a satisfactory enhanced DBS disclosure, satisfactory references and medical clearance.

An application form is available on our website, [www.sfosborn.herts.sch.uk](http://www.sfosborn.herts.sch.uk). Applications must include a cover letter, no more than two sides of A4. If you have any queries, please contact the Headteacher's PA on extension 303.

**Prospective candidates are encouraged to submit their applications as soon as possible as the school reserves the right to close the advert should we feel able to appoint an appropriate candidate.**

**Closing date: 9.00am Wednesday 21 February 2018**  
**Interview date: Friday 23 February 2018**  
**Start date: March 2018**