Longhill High School

11-16 mixed community school (NOR 1000)

Falmer Road, Rottingdean, Brighton BN2 7FR

Headteacher: Kate Williams

Tel: 01273 304086

Email: personnel@longhill.org.uk

**Data and Exams Manager**

**S01/2 £28,226 to £32,798 pro rata**

**Actual Salary £25,593 to £29,738**

**Full Time term-time only plus 2 weeks**

**Permanent**

**From September 2022**

Longhill High School has begun a journey to outstanding and we are looking for enthusiastic and inspiring staff to join us.

There are two key areas of responsibility within this role.

* To be responsible for oversee the effective and efficient management of school data systems. To lead the development of the school’s approach to data so that it provides timely information to help raise standards. To be accountable for the quality of data systems within the school and for the quality of data prepared for a range of stakeholders.
* To be responsible the examinations process from start to finish in accordance with Joint Council for Qualifications (JCQ) and Examination Board policy and associated deadlines, and to co-ordinate the production and distribution of school reports.

Closing date for applications**: Midday Monday 11th July 2022.**

Shortlisted applicants will be invited to attend an **interview in the week commencing 18th July 2022**

**Job Pack**

Please read through the job pack for further information about this vacancy

**Enquiries & How to Apply**

If you would like to discuss the role or arrange a visit to the school, please contact Headteachers’ PA personnel@longhill.org.uk

Please return your application by email to: personnel@longhill.org.uk or by post for the attention of The Headteacher’s PA, Longhill High School, Falmer Road, Rottingdean, Brighton BN2 7FR

Please note that this post is exempt from the Rehabilitation of Offenders Act 1974, and is subject to a Disclosure & Barring Service (DBS) Check.

Longhill High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

All candidates must complete our standard application form in order to be considered. CVs are not accepted in the interests of safeguarding.

Brighton & Hove City Council – Taking Action for Equality.