



Vacancy

Falmouth School
Part of The Roseland Multi Academy Trust
Tel: 01326 372385
Website: www.falmouth.cornwall.sch.uk

Data & Exams Officer

(38 weeks term time plus one additional week), 20 hours per week

Grade G - Salary £25,214 - £27,675pa / reduced pro rata to £11,658 - £12,796pa (actual salary)

Permanent Contract

Start date: As soon as possible

Falmouth School is proud to be part of The Roseland Multi-Academy Trust which consists of three secondary schools, two primary schools and a teaching school hub. The Trust's mission is "to provide outstanding education for our communities, where everyone succeeds" and we put our staff at the heart of everything we do to create a team spirit in our highly successful schools.

We are seeking to appoint a Data & Exams Officer who will join our hard working and friendly staff team. The successful candidate will demonstrate loyalty, professionalism and high standards of integrity and confidentiality within the Trust and our wider community. You will be based at Falmouth School, working closely with the Assistant Headteacher (*with responsibility for Data and Assessment*). You will provide leadership of the exams processes within the school, data analysis, assessment data and reports across the school supported by a Data & Exams Coordinator.

The successful candidate will support the daily functionality of the school and Falmouth Sixth Form and be instrumental in supporting with a range of tasks underpinning the core internal systems.

This is a term time only position so the successful post holder will benefit from the majority of the school holidays, although this is a requirement to work an additional 20 hours (one week) during the academic year, including time in August for results days. The Trust recognises the importance of staff wellbeing and has supportive policies and procedures in place, as well as collaboration opportunities across our settings.

We offer:

- Kind, friendly and dedicated staff;
- A **unique opportunity** to be a valued member of staff in a forward-looking and improving school;
- A **genuine family atmosphere** with high expectations and standards where every student is known and valued;
- Collaborative opportunities within the Multi Academy Trust;
- Excellent Induction Programme;
- Continued professional development, training and support;
- A positive work balance;
- **Competitive salary**, based on skills and experience;
- **Local Government Pension Scheme**;

- **Discounted membership** in Trust **Sports Hubs (Falmouth & Newquay)**;
- **Free parking** facilities;
- **Employer's Eye Care Scheme** (Specsavers);
- Employee Assistant Programme (**EAP**);
- **TES media** access (magazine, podcast and videos).
- **Mileage paid** if there is a requirement to travel to different schools within the Trust.

We are keen to hear from dedicated and passionate professionals who are eager to progress their career in the education sector. Success starts with a great team and if you are looking for a new challenge we would welcome an application from you.

How to apply: Please note a completed application form needs to be submitted (CVs are not an accepted form of application). To apply, please complete the application form available on our website and send it to the email address – lchanter@falmouthschool.net

- **Closing date for applications: 9am 1 February 2024**
- **Date of interview: 6 February 2024**

Safeguarding Statement:

The Roseland Multi Academy Trust is committed to safeguarding and promoting the welfare of children, and expects all staff to share this commitment. Everyone who comes into contact with children and their families and carers has a role to play in safeguarding children. In order to fulfil this responsibility effectively, all professionals should make sure their approach is child-centred. This means that they should consider, at all times, what is in the best interests of the child.

Our Headteachers and Trustees act reasonably in making decisions about the suitability of the prospective employee based on checks and evidence, including Disclosure and Barring Service (DBS) checks, barred list checks, online searches and prohibition checks, together with references and interview information. The level of DBS certificate required, and whether a check for any prohibition, direction, sanction, or restriction is required, will depend on the role that is being offered and duties involved. As the majority of staff will be engaging in regulated activity, an enhanced DBS certificate which includes barred list information, will be required.