

Greenford is committed to safeguarding and promoting the welfare of children and young people. Successful applicants will undergo reference checks with previous employers and a criminal record check with the Criminal Records Bureau.



Greenford High School

Lady Margaret Road, Southall, Middlesex, UB1 2GU

Headteacher: Mr M Cramer BA (Hons) MA

NOR: 1800; 600 Post 16.



Data & Exams Manager

Location: Southall, London Borough of Ealing

Starting Date: ASAP, June, July or September 2018

Closing Date for applications: Tuesday 8th May 2018

Salary: Point 32-46, £26,651 to £37,629

(Depending upon experience) Term time, plus 2 weeks

This is a fantastic opportunity for a new I.T. graduate or existing Data Manager to join our outstanding school. The Data and Exams Manager will work closely with a Deputy Headteacher and will be required to monitor, update and analyse the school's attainment and progress tracking and reporting systems as well as lead the exams area working with our Exams Officer. The school currently uses SIMS and 4matrix software packages. Experience of using these analytical tools is desirable but not essential. The successful applicant will need to work effectively with staff, parents and other agencies to provide the support required, so strong interpersonal and communication skills are necessary. The Data and Exams Manager will also analyse and prepare other data, such as on behaviour or reading ages. This role will include oversight of exams, line managing the exams officer. Strong information technology skills are expected, in particular experience of using excel. The successful candidate will also demonstrate excellent administrative and organizational skills and have the ability to work calmly and effectively at all times. Pay will depend on experience and qualifications, but will include a range to allow progress; working hours will be negotiated and may include some flexibility.

We offer:

- **Greenford High School is a key member of the Ealing Teaching School Alliance with a long history of offering excellent CPD programmes, collaboration with other schools, personalised coaching and an outstanding record of career progression and promotion**
- We have a great record of developing NQTs, training over 30 student teachers each year and partnering Teach First in hosting and delivering CPD for their teachers
- A vibrant, flourishing Post 16 Centre of 580 students, with many A Level classes
- Friendly, dynamic and enthusiastic colleagues
- Excellent modern facilities and interactive technology in a well-resourced, new school, with a new KS3 building opening in 2018

Other benefits include: generous non-contact time; smaller class sizes wherever possible; assistance for those taking Masters and further degrees; a partnership with the Institute of Education and Teach First; many colleagues taking Teaching Leaders courses, Future Leaders, NPQML and NPQSL; the opportunity to train and mentor student teachers and Teach First; a dedicated and supportive pastoral team; guaranteed car parking spaces and bicycle storage; shared department workroom; an excellent library; access to sporting facilities and a fitness gym; Workplace Options scheme providing advice and support; staff social events and well-being sessions

Application packs are available from the school website
www.greenford.ealing.sch.uk and should be returned to Dawn Druce at
jobs@greenford.ealing.sch.uk

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