

The Trustees are looking to recruit to the post of  
**Exams and Data Assessment Officer**  
**New Bridge School**

NJC points 29-31: £35,411 - £37,261 per annum (Full time equivalent)

Actual pay range pro rata: £30,153 - £31,729 per annum

36 hrs 40 mins per week/ term time plus 5 days (195 days)

**Commencing as soon as possible**

Part of the New Bridge Multi Academy Trust, New Bridge School caters for students with a wide range of SEND, from moderate learning difficulties to profound and multiple learning difficulties, including severe and complex learning difficulties. The school also caters for pupils with physical disabilities, multisensory impairments, visual impairments, hearing impairments and specific conditions including autism spectrum condition. All pupils have an EHC plan.

We are seeking to appoint a highly motivated Data and Exams Assessment Officer to join our New Bridge School staff team.

- Excellent I.T. skills.
- Ability to prioritise and organise own workload and be able to meet deadlines.
- Good communication skills, both oral and written, to a range of individuals (e.g. students, parents, governors, external agencies etc.).
- Ability to work as part of a team or sometimes alone.
- Knowledge and understanding of awarding organisations and the regulatory framework for administering examinations.
- Knowledge of school policies and procedures relating to health, safety, security and confidentiality of data and equal opportunities.
- Significant administrative experience and a knowledge of spreadsheets.
- Knowledge of an MIS.

Candidates are welcome to arrange a visit (see below).

Although based initially at the New Bridge College, all staff are employed by the MAT and are expected to work at any site within the New Bridge Group.

**New Bridge Multi Academy Trust is committed to safeguarding and promoting the welfare of children and applicants must have a commitment to safeguarding young people. This post is subject to a satisfactory enhanced disclosure from the Disclosure and Barring Service and references will be sought prior to interview.**

**Hours of work:** 36 hrs 40 mins per week/ term time plus 5 days (195 days)

**Salary:** NJC points 29-31: 29-31: £35,411 - £37,261 per annum (Full time equivalent)

**Actual Salary pro rata:** £30,153 - £31,729 per annum

**Status:** Permanent

**Based:** Initially at New Bridge School, Roman Road, Hollinwood, Oldham, OL8 3PH

**Commencing:** As soon as possible

**Closing Date:** Friday 20<sup>th</sup> January 2023 (9am)

**Interviews:** TBC

**School information:** Gavin Lyons [glyons@newbridgegroup.org](mailto:glyons@newbridgegroup.org) or Debbie Hall [dhall@newbridgegroup.org](mailto:dhall@newbridgegroup.org) or Scott McKeown [glyons@newbridgegroup.org](mailto:glyons@newbridgegroup.org)  
**Completed application forms via email to:** [recruitment@newbridgegroup.org](mailto:recruitment@newbridgegroup.org)

