

## **Assistant Exams, Attendance and Data Officer**

### **Bower Park Academy**

36 hours per week, 41 weeks per year

Salary: £24,416 - £25,922 per annum  
Grade 3 Spinal Point 5-9  
FTE: £27,030 - £28,698  
(Inclusive of Outer London Weighting)

### **Inspire and be inspired**

Our mission is to 'inspire learners and change lives' – and that includes our staff. We want to empower our teams so pupils are ready to be kind, confident and impactful world citizens. To help us, we wish to appoint an Assistant Exams, Attendance and Data Officer.

As an Assistant Exams, Attendance and Data Officer you will be required to assist the Exams Officer in liaising with exam/awarding bodies, senior management team, heads of department, teaching staff, candidates, parents/carers and invigilators to ensure the comprehensive delivery of internal and external examination requirements throughout the school.

The role of Assistant Exams, Attendance and Data Officer is critical and you will contribute to the effective delivery of a high-quality examinations service, including the registration, collation and management of all examinations, assessments and certification. The role requires working closely with academic and support staff to ensure that an accurate and responsive service is provided.

You should have experience of working in a busy administration environment, and ideally within an education setting with a good working knowledge of Microsoft Office packages (Word, Excel and Outlook). Knowledge of SIMS is preferred but not necessary as training will be given. You should have an excellent eye for detail, be proactive and used to taking the initiative as you will cover for the Exams Officer at times.

This role will deal with sensitive and confidential material and discretion should be maintained at all time.

In return, we offer:

- High quality professional development
- Supportive and friendly colleagues
- Flexible working opportunities
- Staff assistance programme including virtual GP appointments, counselling service, legal services
- Access to the Local Government Pension Scheme (LGPS)
- Cycle to work scheme

**Empower Learning Academy Trust, Marlborough Gardens, Upminster, Essex RM14 1SF**

The Empower Learning Academy Trust is a charitable company limited by guarantee, registered in England and Wales  
Registered number: 7702119. Registered office: Marlborough Gardens, Upminster, Essex RM14 1SF

**PassionRespectInclusion**  
**ChallengeOpenness**

## Applications

Please forward your completed application to Lisa Wellard, HR Officer at [hr@elatschools.co.uk](mailto:hr@elatschools.co.uk) by 12pm on Friday 24<sup>th</sup> May 2024. Interviews are scheduled to take place on Wednesday 5th June 2024. Please note that the Trust reserves the right to interview prior to the deadline date.

Empower Learning Academy Trust is an Equal Opportunities Employer that is committed to safer recruitment. All applicants must be prepared to undergo screening to confirm their suitability to work with children.

For further information about this role, please contact Lisa Woodbridge via email at [lwoodbridge@elatschools.co.uk](mailto:lwoodbridge@elatschools.co.uk).

