



# **Biddick** Academy

Biddick Lane  
Washington  
Tyne & Wear  
NE38 8AL

11-16 Comprehensive  
1125 on roll  
Headteacher: Miss K. Morris

## **Required for 1st September 2022 Data and Examinations Officer**

**Scale S01 £28,226 - £30,095 (Full Time Equivalent)**

**£25,633 - £27,330 (Actual)**

**37 hours term time only plus 2 weeks**

*Inspiring learning, unlocking potential, achieving success*

We are seeking to appoint a Data and Examinations Officer to be responsible for day-to-day management and delivery of high performing, flexible and effective data and assessment services that meet the needs of the school.

The successful candidate will line manage the Data and Examinations Assistant, ensuring the efficient management of the school's examination and assessment processes, including compliance with all JCQ and awarding body requirements, appropriate communication with all stakeholders and effective examination administration processes.

Other responsibilities include supporting and developing the school's internal data and assessment processes, supporting the effective and efficient management of accurate performance, assessment and examination data in a timely manner and to manage, develop, implement and monitor of effective data information systems. You will also support the school in ensuring it complies with all aspects of General Data Protection Regulations

Biddick Academy is a thriving, oversubscribed secondary school conveniently located 10 minutes' drive from Newcastle and Durham. The Academy enjoys an excellent reputation within the local community. Our curriculum is founded on the core values of resilience, curiosity, aspiration, and

readiness. We are seeking to appoint a Data and Examinations Officer who shares our passion for learning and our determination to change lives through the education we provide.

The successful candidate would be joining a highly committed team, in a friendly, successful school. If you possess an eye for detail, can analyse and interpret data quickly and accurately, we would very much like to hear from you. Previous work experience in a school or Academy is desired but not a necessity.

Please use the contact details below if you would like the opportunity to tour the school or to discuss the role informally before making an application.

For further details, contact: Mrs Vivienne Stonebridge, HR Manager by email, [Stonebridge.v@biddickacademy.com](mailto:Stonebridge.v@biddickacademy.com) or 0191 5111600, ext 5013.

To apply, please complete an application form and return to [recruitment@biddickacademy.com](mailto:recruitment@biddickacademy.com)

*Biddick Academy is committed to the safeguarding and promoting the welfare of children and expect that all staff and volunteers to share this commitment. The successful candidate will be subject to an enhanced DBS check before taking up the post, along with pre-employment safeguarding checks.*

**Closing date for application: 25 May 2022 9am**