



## Data & Assessment Officer

*37 hours per week - Term time only plus 5 INSET days and 10 additional days  
Salary Range £21,074 - £23,111 (Actual Starting Salary £19,032)*

Crofton Academy are seeking to recruit an experienced Data and Assessment Manager. With good organisational and communication skills, the post holder will be able to work flexibly as part of a team but also be able to work on their own initiative with minimal supervision. An ability to plan, organise and maintain a high degree of accuracy whilst managing multiple tasks is essential. The post holder will be responsible to the Deputy Headteacher.

The successful candidate will ideally have;

- Have significant experience in data analysis techniques with the ability to analyse/interrogate large data sets to produce sophisticated analysis results.
- Have the ability to summarise data/information for a large range of audiences.
- Will have good communication skills with the ability to work on your own initiative, but also be able to work flexibly as part of a team.
- Have great organisational skills with the ability to plan, organise and maintain a high level of accuracy whilst managing multiple tasks.
- Have an advanced level of understanding in the usage of SIMS (preferably at system manager level).
- Have great verbal and written presentation skills.

We are able to offer staff a secure, supportive environment with continuous professional development. If you have the vision and drive for excellence and want to join a partnership where relationships for learning are fundamental to their continued success we would be delighted to hear from you.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. You will be required to undertake an enhanced DBS disclosure.

Headteacher : Mr Peter Walker

All relevant information and application forms can be downloaded from the school website at [www.croftonacademy.org.uk](http://www.croftonacademy.org.uk). For further enquiries or to discuss the role, please contact Kim Hinchcliffe or Ruth Craven at [recruitment@croftonacademy.org.uk](mailto:recruitment@croftonacademy.org.uk). The closing date for fully completed applications is **noon on Monday 16<sup>th</sup> July 2018**.