



RAINE'S FOUNDATION SCHOOL

A Voluntary Aided Church of England School

Approach Road, London, E2 9LY

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Website: www.rainesfoundation.org.uk

Interim Headteacher: Rob Hullett

DATA & EXAMS MANAGER

Required September / October 2017

Hours: 37.5 hours per week; 52 weeks per year with three weeks' compulsory working during summer holidays for A level and GCSE results.

Raine's Foundation School is an inner city, voluntary aided, Church of England, 11-19 secondary school. Throughout its long history the school has taken pride in its service to the local community, as we aim to:

"Achieve Excellence by Unlocking Potential".

Ofsted: (2015) "Senior leaders and governors are taking effective action to tackle the areas requiring improvement in order to become good." (June 2017)

Raine's Foundation School is an 11 -18 mixed Church school in Bethnal Green, with a strong history in the local community and a bright future ahead as we work towards excellence.

We are looking to recruit an experienced and enthusiastic **Data & Examinations Manager** with a strong administrative background (ideally within the educational sphere) to maintain and analyse data and to efficiently track and monitor our pupils' progress through reports and exams. You will be responsible for the managing the administration of all examinations within the academy, ensuring staff, pupils and their parents have all relevant examinations information.

The successful candidate will:

- have experience and knowledge of data management within a secondary school setting;
- have excellent IT skills including the use of data management software, and advanced Excel skills;
- have excellent analytical skills;
- possess excellent communication skills, with the ability to communicate at all levels;
- have excellent organisational skills with the ability to multitask and work to tight deadlines;
- be able to demonstrate initiative, often resolving problems intuitively and proactively.
- have experience of preparing and managing public examinations in an educational setting.
- have genuine passion and a belief in the potential of every pupil
- be committed to Raine's ethos of high expectations.

"If you really want to make a difference, work with enthusiastic leaders, and be able to see progress happening every day, then this is the school for you."

Rob Hullett, Interim Headteacher, Raine's Foundation School.

Visit our website for more information on the school. For an informal, confidential discussion, please contact Mrs Alison Deady on 0208 981 1231, a.deady@rainesfoundation.org.uk. www.rainesfoundation.org.uk

Please submit your application online by emailing to Mrs Alison Deady, a.deady@rainesfoundation.org.uk.

The closing date for the position is 11am on **Friday 16th September**. **Interviews will be arranged as suitable candidates are identified, so early application is strongly advised.**

Raine's Foundation School is committed to safeguarding children; successful candidates will be subject to an enhanced Disclosure and Barring Service check.

