



COLMERS SCHOOL  
& SIXTH FORM COLLEGE

Colmers School & Sixth Form College – Bristol Road South, Rednal, Birmingham, B45 9NY

T: 0121 453 1778

11 –19 Mixed Comprehensive School - 1040 on roll

www: [www.colmers.bham.sch.uk](http://www.colmers.bham.sch.uk)

Head Teacher Mr Barry Doherty

## Exams Officer & Assistant Data Manager

Full Time 36.5 Hours per week, Permanent Contract.

NJC Scale 4 to 6. Starting Salary £18,070 up to £24,964\* depending upon experience.

\*These rates are subject to an additional pay award from April 2018 which is yet to be confirmed.

We are looking for a new member of staff to join our Data & Assessment Team at Colmers School and Sixth Form College.

The post holder will have experience in exams and data and be responsible for the organisation and administration of all external & internal examinations, and support the Data Manager in providing assessment data for the school

The closing date for this position is 4pm Wednesday 21<sup>st</sup> March 2018 with interviews to be held Wednesday 28<sup>th</sup> March 2018.

For further details and an application pack please contact Mrs Teresa Shortland, HR Manager by email ([enquiries@colmers.school](mailto:enquiries@colmers.school))

*Colmers School is committed to safeguarding and promoting the welfare of children and expect all staff and to share this commitment. The successful candidate will be subject to necessary pre-employment checks, including: an enhanced DBS; Childcare Disqualification (where applicable); qualifications (where applicable); medical fitness; identity and right to work. All applicants will be required to provide two suitable references.*

*This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent and spoken English is an essential requirement for this role*