
Exams and Data Manager

Grade H - £24,313 – 26,317 pro rata

Term time only plus two weeks £21,697 – 24,008

37 hours per week

We have a vacancy for an organised and efficient person with high standards to manage our Examinations and Data function. You will join our friendly and hard-working support team and contribute to the smooth running of the school.

St Augustine's Catholic College is a thriving 11-18 secondary school located in Trowbridge (12 miles from the World Heritage City of Bath) and has been graded "outstanding" by Ofsted since 2007. The college community of 971 students is vibrant and happy. Students of all abilities are encouraged to aim high and work hard in a supportive environment that ensures that all can fulfil their potential. St Augustine's is a traditional school with Christian values at its heart. The pastoral care our students receive is exemplary and ensures that they are supported, cared for and valued. All staff are expected to support the Catholic and pastoral ethos of the College.

St Augustine's has been placed in the top 10% of non-selective schools nationally for both attainment and progress at KS4. We have an equally impressive tradition at A Level. This year 64% of grades were A*-B, and we have a strong track record of students accessing their first choice of university in both the UK and USA. St Augustine's prides itself in providing an outstanding academic education and also offers a wide range of enrichment and extra-curricular opportunities for students, developing skills and qualities in leadership, self-reliance and independence.

The deadline for applications is **noon** on Friday 12th September 2019. **Please download an application form from <https://www.st-augustines.wilts.sch.uk/key/vacancies/> and complete an application form and send it to Naomi Turner HR Manager.**

The school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Safer recruitment procedures are applied. References will be requested before interviews take place and you will be required to bring your identification documents with you on the day of the interview. We are an Equal Opportunities Employer.