



## **Data & Exams Officer**

**Term Time Only + 2 weeks (41 weeks), 36 hours per week**

**Actual Salary: Scale 5 Point 12-15 (£24,608 - £25,694)**

**Required: ASAP**

***Ernest Bevin College was designated 'good' by Ofsted in July 2022***

Ernest Bevin College, whose students are aged between 11-19, is a vibrant and a truly inclusive all boys college with a mixed sixth form. Based in Tooting, South West London, our college takes pride in having an exceptional level of pastoral care where all staff are dedicated to giving each and every student both a quality learning experience and the life skills that opens doors to any career path they wish to tread in the future.

Our students, governors and staff are now seeking to appoint a highly effective and experienced Data & Exams Officer to join our College. The right candidate will manage the processing and ensure the smooth running of all examinations, controlled assessments and vocational qualifications and to lead the processing and distribution of student related data.

### **Ernest Bevin College will offer you:**

- A thriving, innovative learning community, committed to excellence.
- A supportive, welcoming community of professionals.
- A range of professional development opportunities.
- The opportunity to work in a diverse, vibrant and social community.
- Access to our onsite facilities including a 25m swimming pool and fitness studio which can be used outside of the college day.

Should you feel you have the attributes we are looking for, we would very much look forward to hearing from you.

**An information pack, including a Job Description and Person Specification can be downloaded from the college website.**

**<https://ernestbevin.london>**

**Completed application forms should be sent to [recruitment@ernestbevin.london](mailto:recruitment@ernestbevin.london)**

**Closing date: Thursday 6 October 2022 – 12.00 noon**

**Interviews:** *We reserve the right to interview before the closing date, so candidates are advised to apply as soon as possible.*

We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expect all staff and volunteers to share this commitment.

As part of the shortlisting process, Ernest Bevin College will consider carrying out an online search (including social media) as part of our due diligence for shortlisted candidates.

This post is subject to an enhanced DBS check Please note that we do not accept CVs.

EBC is promoting a green travel policy. We cannot guarantee car parking on site for those joining us.

**Ernest Bevin College  
Beechcroft Road  
Tooting  
London  
SW17 7DF**

**Tel: 020 8672 8582**

**Web: [ernestbevin.london](http://ernestbevin.london)**