



### **Information Services and Examinations Manager**

**Permanent, 37 hours per week, 40 weeks per year**

**Grade F (£27,514 – 30,095 pro rata)**

**Closing date: Monday 20th June 2022, 10am.**

**Interviews: TBC**

All Saints Academy is part of the Ted Wragg Multi Academy Trust, a values driven, rapidly growing 2 – 18 Trust with a relentless focus on transforming lives through learning by delivering outstanding outcomes for every student, regardless of background. Our priority is to ensure that our pupils, regardless of social-economical background can learn, thrive and be successful. With a reputation for highly successful school improvement in very challenging circumstances, we are passionate about driving up standards and raising the aspirations of all our students.

All Saints Academy are looking for a professional to manage assessment data and processes within the Academy, with a particular emphasis on Special Educational Needs assessment. The role is ideal for someone who has experience with creating clarity around systems, focussing on detail and can communicate effectively with all stakeholders.

Experience of schools or data rich environments is preferable, but not necessary, and the role would suit someone looking for a career change.

Most importantly, we are looking for someone committed to our values of bravery, love and legacy. Full training will be provided where necessary and the Ted Wragg Trust has a proven track record of progression for professional support staff.

If you are able to meet the requirements of the role, as laid out in the Job Description, we would love to hear from you. For an informal conversation, to find out more about the role, or to visit us at All Saints, please email [vacancies@asap.org.uk](mailto:vacancies@asap.org.uk)

All applications should be made by completing the Trust application form, including evidence of how you meet the person specification for the role. **For further information and an application form please visit our school website:**

**<http://www.asap.org.uk/information/vacancies/>**

The Ted Wragg Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and operate in accordance with the Safeguarding and Child Protection Policy. All applicants will be subject to a full Disclosure and Barring Service check before an appointment is confirmed. This role requires the ability to fulfil all spoken aspects of the role with confidence and fluency in English.

The Trust is committed to ensuring that our employees are able to achieve their full potential in an environment offering dignity, respect and equality of opportunity.