Examinations & Data Officers

Princess Helena College (PHC)

Hitchin, Hertfordshire

Start Date: from April 2019

Salary: £24,000-£26,000

Applications by: 31st March 2019

Interview Date: TBC

Princess Helena College is a leading day and boarding independent school, providing exceptional education for girls and boys (from September 2019) aged 11-18, and situated in a stunning Grade 2* listed estate in around 100 acres of parkland, just outside Hitchin,

Lead on the day-to-day management of all aspects of the examination processes, ensuring the smooth running, integrity and security of assessments and deliver a positive, supportive experience for all examination candidates

Reporting to SLT, support all aspects of the school’s information systems including system upgrades and the provision of relevant, timely and high-quality data analysis and information which facilitates school improvement and delivery of excellence in day to day teaching and learning.

Working with colleagues across the school, and external partners, to plan, lead, manage and deliver expert analysis and provision of relevant, timely and high-quality management information through the use of appropriate management information systems.

Through outstanding communication and an innovative, self-motivated approach, be proactive in sharing with colleagues the most effective use of information, data and systems to enhance school capacity and effectiveness in attaining excellence in standards of learning and achievement.

Examination Board requirements place responsibility for the conduct of public examinations on the Head, to whom the Examinations & Data Officer is ultimately accountable. As part of United Learning we benefit from support and resources from a leading educational organisation committed to bringing out the ‘Best in Everyone’.

If you are interested to know more about the role, please visit https://unitedlearning.current-vacancies.com/Jobs/Advert/1556613?cid=1567 where you can also apply for the role.