

**Data, Exams and SEND Administrator**

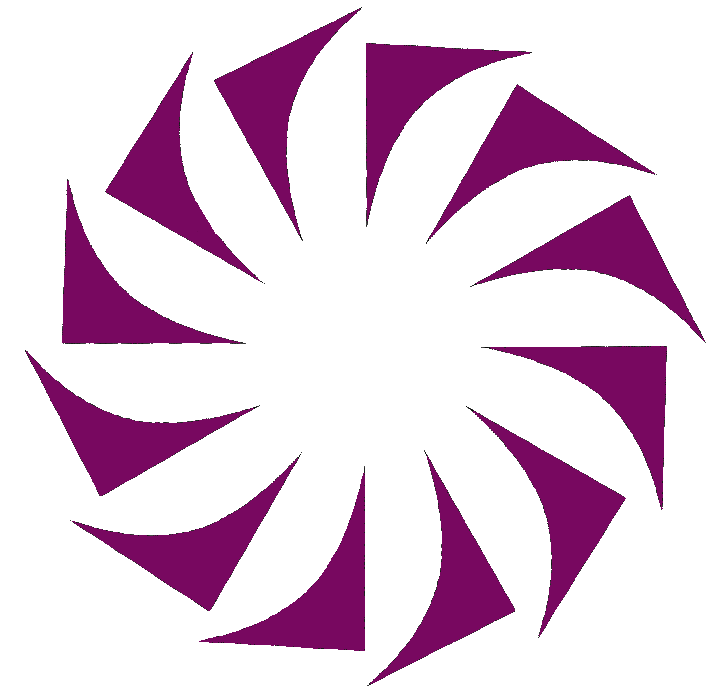
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| **Salary and Scale:** | Grade 7 (£26,248 - £28,1616 FTE) |
| **Hours per week:** | 32.5hrs x 40wks |

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| **Aldercar High School** offers brand new facilities in which students flourish and staff develop, all within a welcoming and vibrant atmosphere.  We are a caring employer which prioritises the welfare and work/life balance of our staff presenting many additional benefits including:   * free use of our multi-gym; * free on-site parking; * staff-led clubs and welfare groups; * a comprehensive CPD package;   These, along with many other benefits, make **Aldercar High School** a great place to work, develop and progress your career.  **What you offer:**  With a diverse student base and range of abilities, we are looking for someone who can motivate and inspire students to reach their best.  We are looking to appoint a Data, Exams & SEND Administrator. Play a Key Role in Managing Exams, Student Data, and SEND Support Services. This role is 32.5 hrs per week over 40 weeks a year.  This is a fast-paced role so excellent communication skills and a ‘can-do’ attitude is essential.  Due to this post having access to children and/or vulnerable adults, the successful candidate will be required to undertake a Disclosure and Barring Service check. The possession of a criminal record will not necessarily prevent an applicant from obtaining this post, as all cases are judged individually according to the nature of the role and information provided.  **Closing date: 27/06/2025**  **Interviews: w/c 30/06/2025**  **Please apply online via the below link;**  <https://mynewterm.com/jobs/149364/EDV-2025-AHS-57773> |

For more information contact Mrs C Prescott

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