



5 Dimensions Trust is currently advertising for the following exciting position to start at Shenley Brook End School.

**Data and Exams Assistant
To commence September 2024**

**Permanent
Full-Time**

Salary: 5DT Grade 5 £25,545 - £28,770 pro rata, £22,167 - £24,966 actual

**37 hours per week, term time plus training days (39 weeks per year)
Mon – Thurs 8.00am - 4.00pm and Fri 8.00am - 3.30pm**

An excellent opportunity has arisen for a highly efficient and organised person to become the Data and Exams Assistant for the school. You will be joining our progressive data and exams team; You will be liaising with the data and exams managers to ensure the smooth running of data and exams. You will be responsible for the administration of exams regarding Access Arrangement pupils and supporting the exams manager with the smooth running of our internal and formal examination periods. This is a demanding and important post and will give you an opportunity to learn the skills necessary to be a successful exams/data manager in the future. Attention to detail is essential as is the ability to work to tight deadlines.

Although not essential, experience working with admissions or data could be advantageous but full training will be given.

The ideal candidate will: -

- need to be a proficient IT user with the ability to work efficiently with a high degree of accuracy.
- be highly organised
- have excellent communication skills that allows you to inform and advise others
- have a great work ethic with a flexible attitude to working hours during peak times
- want to make a difference to the children in our care

The schools within the 5 Dimensions Trust are consistently ranked amongst the highest-achieving schools in Milton Keynes. We are on a mission to make our Trust the very best place to work and study.

Employee wellbeing is a priority for 5 Dimensions Trust and we recognise that happy employees perform better and live happier and healthier lives. Professional development is of a high quality; colleagues engage in a range of CPD from in-house coaching to National Professional Qualifications. All staff identify a 5-year career pathway supporting them to grow and be the best version of themselves. Our pension scheme is generous, as is our incremental pay progression. If you would like a tour of the school prior to applying, please contact People Services on 01908 555620.

Closing Date: 10.00am Wednesday 10th July

Interview date: Monday 15th July

To view full details and apply online, please visit: <https://mynewterm.com/jobs/136730/EDV-2024-SBES-39311> or alternatively you can contact recruitment at the address below. The School reserves the right to close the application process at any stage should we receive sufficient applications. The 5 Dimensions Trust is an equal opportunities employer. The Trust is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. An enhanced DBS check is required for all successful applicants. Recruitment, Shenley Brook Ends School, Walbank Grove, Shenley Brook End, Milton Keynes, MK5 7ZT

Tel: 01908 555620

Email: recruitment@ct5d.com

Website: www.5dimensionstrust.com

CEO: Mr Tony Nelson