**Job Advert**

**Post Title:** Data & Exams Officer

## **Reporting to:** Office Manager

**Location**: CAPA College, Wakefield

**Start Date:**  7th January 2019

**Hours**: 37 Hours per week (39 weeks)

**Grade**: SCP 28 FTE £25,463

(Actual Salary £22,072)

Do you enjoy working in a busy, fast paced organisation? Do you want to play an integral part in the development and growth of our Administration Team? Then we would love to hear from you.

We are looking for an enthusiastic, self-motivated Data and Exams Officer to join our CAPA College team of professionals and play a pivotal role in its future success and development. The ideal candidate will need to have a genuine passion and belief in the potential of every student. Contributing to the development and growth of the administration team, the ideal candidate will be a team player, able to take ownership of tasks and work with minimal supervision.

CAPA College provides full-time specialist Arts training and education for students aged 16-19. 2018 marks an exciting new chapter in the history and development of CAPA College and we are looking to recruit an enthusiastic Data & Exams Officer who is keen to join the college now and be part of its development.

In September 2018 CAPA College opened as a new DFE funded Free School within Enhance Academy Trust. Building on the outstanding legacy that CAPA College has achieved over the past 12-years, and still under the direction of the same successful core leadership team, CAPA College will now be able to develop and expand allowing even more talented and creative young people to gain access to the highest quality of Arts training and education.

CAPA College will offer more student places, more exciting opportunities, new course pathways, increased staffing and resources and a brand-new and purpose-built home with the latest specialist arts and media facilities. CAPA College will be renting temporary accommodation from September 2018 whilst its permanent new bespoke home at Mulberry Way, Wakefield, is under construction (due for completion Summer 2020).

CAPA College has a regional and national reputation for excellence in the Arts with consistently ‘Outstanding’ judgements from Ofsted, excellent exam results, exceptional student progression routes and critically acclaimed, award-winning performances. CAPA College is located within the centre of Wakefield, providing places for students in this area and from across the Yorkshire region. We are already at full capacity of 105 students for September 2018 with a further 105 students expected to enrol next year. From 2020 our pupil admission number (PAN) will be 250.

If you are excited by the opportunity to be part of a new college and have exacting standards and a keen eye for detail to set up and maintain effective exam and assessment arrangements and to assist with the collection and analysis of data to raise standards of attainment, then we would love to hear from you.

Please contact Lynn Watson on the e-mail address below if you require any further information.

Application packs can be downloaded from the CAPA College website: [www.capacollege.co.uk](http://www.capacollege.co.uk)

Completed application forms with a covering letter should be emailed to [lynn.watson@capacollege.co.uk](mailto:lynn.watson@capacollege.co.uk) or posted Lynn Watson, Office Manager, CAPA College, c/o Enhance Academy Trust, Church House, 1 South Parade, Wakefield WF1 1LP

**CLOSING DATE: 5.00 p.m. Monday 5th November 2018**

**INTERVIEWS: Thursday 15th or Friday 16th November 2018**

Enhance 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. Applicants will be subject to an enhanced DBS disclosure and pre-employment and safeguarding checks.