

LITTLE HEATH SCHOOL
Little Heath Road, Tilehurst
Reading, Berkshire, RG31 5TY
Headteacher: Mr D J Ramsden



ASSESSMENT OFFICER

Required Immediately

Grade F Spinal Point 11, £25,979.00 p.a. (approximately £22,021.00 p.a pro rata) 37 hours per week Monday – Friday term time only. A further 2 Inset days and the equivalent of 2 weeks during the holidays will be required, payable as additional hours.

We are seeking to appoint an enthusiastic Assessment Officer who is keen to help develop the school assessment process. This post is a key appointment for the school. The successful applicant will work as part of a dynamic and innovative assessment team.

The person we are seeking will:

- have a good working knowledge of Management Information Systems;
- have excellent communication and interpersonal skills;
- be IT literate and willing to learn new skills;
- have good numeracy skills;
- work with the School's Senior Leadership team, to develop even more effective processes for all assessment, recording, reporting and data analysis..

Little Heath School is a highly successful comprehensive school (1658 on roll, including 366 in the Sixth Form) situated in a pleasant semi-rural setting to the west of Reading, with good access to road and rail links. As a school, we pride ourselves on our strong Professional Development programme, believing that support staff need to be able to develop their own practice collaboratively with others.

Little Heath School is committed to safeguarding children and promoting the welfare of children and young people; we expect all staff and volunteers to share this commitment. Little Heath School will ensure that all recruitment and selection practices reflect this commitment. All shortlisted candidates will be asked to complete a criminal records self-disclosure form and successful candidates will be subject to Disclosure and Barring Service (DBS) checks along with other relevant employment checks

For an application form and information pack please email recruitment@littleheath.org.uk . Please address supporting letter of application to the Headteacher. Closing date for the receipt of completed applications is Monday 12th February 2024 We reserve the right to interview before this date if a suitable shortlist is obtained, so early application is encouraged.