



# Examinations Officer

for Our Lady of Walsingham Multi Academy Trust

## Permanent Contract

**Grade 5 Points 20-25 £30,298 - £33,945 FTE (£24,951-£27,954 actual)**

35 hours per week / 40 weeks per year

Monday – Friday (includes a 30min unpaid break)

The Governors are seeking to appoint an experienced and highly organised Exams Officer, to assist the organisation and administration of all aspects of the school's internal and external examinations in accordance with regulations and awarding body rules.

The successful candidate will be responsible for providing an efficient and supportive exam service to students, staff and partners at St Alban's Catholic High School. The ideal candidate would have a working knowledge of exams or experience of working within an administrative sector with excellent communication skills.

The candidate will have experience of:

- Organising and administering the public examinations process in a school or college, in accordance with JCQ guidelines and school policy
- Working with the leadership team and teachers to coordinate all exams, including entries, timetabling, deployment and management of the invigilator team and disseminating information to staff, students, parents/carers
- Data analysis
- Sound knowledge of ARBOR
- Highly developed IT skills, exceptional organisational skills and meticulous attention to detail

**It is a requirement that this post holder will work during the week of GCSE A Level and GCSE results days every year.** St Alban's Catholic High School strives to provide an excellent education for our students within a caring Christian community where all are respected, valued and supported to achieve their potential. Our mission statement is 'Learning, Respecting and Caring' and through this mission we aim to inspire, challenge, support and value every student to achieve their potential.

**Closing Date: 10:00am Friday 14<sup>th</sup> June**

**Interviews: TBC**

Further details and an application form are available on the School website:

<https://www.st-albans.suffolk.sch.uk/Vacancies/>

Application **and** disclosure forms should be submitted electronically to:

[recruitment@st-albans.suffolk.sch.uk](mailto:recruitment@st-albans.suffolk.sch.uk)

All offers of employment will be subject to an Enhanced Disclosure and Barring check, evidence of Right to Work in the UK and satisfactory completion of all other pre-employment checks