

# St Alban's Catholic High School



*“Learning, Respecting, Caring”*

## Examinations Officer

**Permanent Annualised Contract**

**Grade 4 Points 15-22 £27,804 - £31,365 FTE (£16,355-£18,450 actual, with 2024 pay award pending these figures will increase when agreed)**

**25 hours per week / 40 weeks per year**

**Monday – Friday with a flexible working pattern working a combination of 3-day, 4-day, up to a 5-day week during peak exam periods**

Required as soon as possible:

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 work with the Assistant Headteacher, Examinations Lead and a team of experienced Invigilators to provide an efficient and supportive exam service to students, staff and partners of 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 may 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
- Sound knowledge of ARBOR
- Highly developed IT skills, exceptional organisational skills and meticulous attention to detail

**It is a requirement that this post holder is available to work during the week of GCSE A Level and GCSE results days every year, as well as being flexible in their weekly working pattern.**

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: 12pm Wednesday 9<sup>th</sup> October**

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:

[STAreruitment@stalbans-staff.org](mailto:STAreruitment@stalbans-staff.org)

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