**EXAMS OFFICER**

**Salary: Single status Grade 5 – 7**

**£19,698 - £22,944 (pro-rata) dependent on experience**

Part time permanent post for minimum of 25 hours per week (to be discussed at interview) term time plus one week to be worked during exams results week in the summer holidays and additional overtime hours as required. Full time as required during internal and external examinations in November, March and May/June/July exams season.

Required as soon as possible

We seek an experienced Exams officer to join the Information and Data Team and lead the effective organisation of all internal and external examinations in accordance with the regulations laid down by the awarding bodies.

The successful candidate will ensure the highest levels of organisational support is provided for each student in both external and internal examinations through the submission of accurate information for all examinations.

Accuracy and attention to detail are key requirements for this role as is the ability to collate information from a variety of sources to ensure deadlines for exam entries are met and penalties for late submission are avoided.

This is a busy role and candidates should have the ability to work flexibly under pressure. A positive outlook and the ability to work effectively as part of a team is essential.

Completed application forms and letters of application should be sent directly to the college addressed to Mrs S Windsor, Head of Personnel: swindsor@stcatherines.college, and arrive by no later than **noon on Thursday 24 September 2020.**

We are committed to safeguarding and promoting the welfare of children and young people, successful applicants will need to undertake a DBS enhanced clearance.