

Examinations Officer

Permanent, part time

Annualised hours 950 hours per academic year, during term time

Working 38 weeks per year, which includes INSET days and 3 additional weeks in the school holidays, flexible working pattern required based around exam and results timetable approximately 25 hours per week

Salary range £25,000-£29,620 pa FTE, actual salary based on working pattern £13,940-£16,520 pa

Start date mid-May 2024 or to be mutually agreed.

Our Lady of Sion School is a small, caring community where students and staff thrive. It is an excellent place to teach and learn. We belong to a world-wide family of Sion schools and our ethos is hugely important to us and all other Sion schools around the world.

We have a superb opportunity for an Examinations Officer to join our small friendly team, you will be responsible for managing the effective and efficient administration of external examinations in accordance with the Joint Council for Qualifications (JCQ) regulations and/or awarding body rules for exam administration in a consistent and secure manner, thereby helping to maintain the integrity of the assessment process.

The specific working pattern will need to be flexible to accommodate the requirements of the exam and results timetable to ensure that all of the responsibilities are delivered. We will organise a series of handover meetings to be mutually agreed if the successful candidate is unable to start by mid May.

The Ideal Candidate

You will have:

- Experience of managing and maintaining the integrity and confidentiality of the examinations system in an educational setting,
- Experience of working with data bases and software and management information systems within an educational setting
- Excellent IT skills and software knowledge including Microsoft office, database programmes, managing data input and querying reports
- Ability to analyse and interpret data effectively to prepare detailed reports based on statistical analysis and findings
- Ability to use relevant SIMS modules, such as Assessment Manager to generate mark sheets, reports and exam entries
- Minimum A level standard, including 5 GCSEs (9-5/ A*-C) including Maths and English

What we can offer you:

- The opportunity to join our lovely school of around 380 students aged 3-18, supported by a hugely talented and hard-working staff team
- Polite, respectful, committed students who are positive and active learners
- Excellent professional development and guidance
- An ethos of kindness and consideration that is actively lived-out

What we are looking for:

- A well-qualified, industrious and talented team player, together with the initiative to work on your own with complex tasks
- Excellent attention to detail skills
- Excellent organisational skills with the ability to coordinate and prioritise activities in a timely manner, experience of working on several projects at a time
- The commitment to care for everyone in our school community
- To support the Sion ethos of our school.

This vacancy is a permanent appointment on a part time basis.

Closing date: 8.00am on 15 April 2024

Interview date: w/c 22 April 2024

If you believe you have what it takes and are genuinely excited about the prospect of taking on this critical role, we look forward to hearing from you. **Please complete our online application form**

<https://form.jotform.com/230384617821355>, ensuring that you provide evidence of your impact and how you would meet the requirements within the person specification.

CVs and non-standard application paperwork will not be accepted as part of the application process.

The School 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 required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS). The School may carry out online searches on shortlisted applicants and all applicants will be required to provide details of their online profile, including social media accounts, as part of their application.

The post is exempt from the Rehabilitation of Offenders Act 1974. The School is therefore permitted to ask job applicants to declare all convictions and cautions on a self-declaration form in advance of attending an interview (including those which are "spent" unless they are "protected" under the DBS filtering rules) in order to assess their suitability to work with children.

All job applicants are considered equally and consistently to ensure that no job applicant is treated unfairly on any grounds regardless of your sex, age, disability, race, sexual orientation, gender reassignment, pregnancy and maternity, marriage or civil partnership, religion or belief.