

Administrative Officer - Exams

**32.5 to 37 hours per week
(hours to be discussed at interview)
Term time only + 1 week
Actual Starting Salary for 37 hours:
Grade 6: £20,781 - £24,063 pa**

As part of our journey to become 'a truly great school', we are looking for a highly organised and capable Administrative Officer for Exams.

Ideally, the successful candidate will be experienced in organising and administering exams, although full training will be given. They must be able to communicate effectively with staff, students and parents. They must ensure deadlines are met and work flexibly and on their own initiative to prioritise their workload.

The successful candidate will fully embrace our ethos of 'Belong, Believe Achieve'. We work in a culture that is built on humility, innovation, challenge and support. SJT is a very positive community, with our recent staff survey showing that over 93% of our staff enjoy coming to work and are proud to be part of our school. Together we aim to make a difference to the lives of the young people in our care.

The main areas of responsibility are:

- Administering examination entries
- Managing a team of Invigilators
- Administering the Exams process including access arrangements
- Liaising with a wide range of internal and external stakeholders
- Administering the exam results

Application Information available to download:

- from the school website: www.sirjohnthursby.lancs.sch.uk,
- by email: l.clayton@sirjohnthursby.lancs.sch.uk

Send your completed Application form to: l.clayton@sirjohnthursby.lancs.sch.uk

Closing Date: 9am Monday 5th December 2022

Interview Date: Wednesday 14th December 2022

The school is committed to safeguarding and promoting the welfare of children and expects staff and volunteers to share this commitment. You will be required to undertake an enhanced DBS disclosure and a range of other recruitment checks. Please note that in line with Keeping Children Safe in Education 2022 an online search will be carried out as part of our due diligence on shortlisted candidates.