**SOUTHFIELD SCHOOL**

**Exam Officer**

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| **POST TITLE** | Exam Officer |
| **RESPONSIBLE TO** | Data Manager |
| **Hours:** | 37 hours per week (with a 30 mins unpaid lunch break each day) |
| **Working Pattern:** | 8.30am to 4.30m (Monday to Thursday), 8.30am – 4.00pm (Friday) |
| **Number of Weeks Worked:** | 42 weeks per year (38 weeks term time plus an additional 4 weeks) |
| **Salary** | **Orbis Scale Points:** 16 -19 £23,799 - £25,629 FTE. **Actual pro-rata salary:** £22,250 - £23,961 |

Do you want to join a vibrant, forward-thinking school that places significant value on professional learning and career development? Southfield is an exceptional girls' school with a mixed Sixth Form. With very strong outcomes that have been sustained over recent years, this is an exciting time to be part of an ongoing journey of expansion and development.

**We are seeking to appoint a positive, proactive, and confident Exam Officer to join our busy data team. You will provide high quality support across the school to subject departments as well as to other school stakeholders. Applicants should be organised, self-confident and possess excellent communication, interpersonal and IT skills along with the ability to multitask. We are especially keen to interview candidates with good levels of skills using Microsoft Office, Excel, Word, and Outlook.**

The successful candidate would ideally have previous experience with organising exams.

Ethical leadership is at the core of all decision making at Southfield. As such, staff are valued, treated with respect and afforded a diverse range of opportunities that come with professional trust.

We have implemented a bespoke leadership programme enabling staff to develop their knowledge and understanding of leadership. This has provided a number of promotional opportunities for staff within the school. Wherever possible, we will promote from within our school. We believe that our school provides something unique and the perfect environment in which both staff and students have opportunities to flourish and grow in a world of possibilities.

We place significant emphasis on working collegiately as a school to share our expertise and subsequently enhance the learning experience with our students. Every member of the staff is involved in a variety of professional learning programmes that take place across the academic year.

We would like the successful applicant to start as soon as possible.

Staff wellbeing is important to us, and we offer a range of benefits to support our employees including:

- Westfield Health Plan
- Discounts at retailers and holiday companies
- Free Parking

- Staff Wellbeing Day
- Cycle to Work scheme
- Professional Development

## Closing date for applications: 9am on Monday 17 July 2023

Further details and an application pack are available on our website www.southfieldsch.co.uk. Please apply in writing, not more than one side of A4, with your application form.

Please submit applications to recruitment@southfieldsch.co.uk

Or by post to:

**HR Department**
Southfield School
Lewis Road
Kettering
Northants
NN15 6HE
**t:** 01536 513063
**e**: recruitment@southfieldsch.co.uk

***Southfield School is committed to safeguarding and promoting the welfare of children. The successful applicant will be required to undergo enhanced DBS clearance. The school is committed to Equal Opportunities in Employment.***