

Job Vacancy – Support Staff



John Taylor Free School
Branston Road, Tatenhill
Staffordshire, DE13 9SA

Examinations Administrator

Permanent, full time 37 hours per week, Monday – Friday, term time only including INSET plus one week (to include results days in August) for 40.2 weeks per year.

Salary: Grade 5: £23,893 - £25,119 pro-rata

Actual salary: £21,275.19 - £22,366.86 per annum

John Taylor Multi Academy Trust (JTMAT) believes in the power of education to improve lives – and the world. As a partner academy in JTMAT, we are seeking to appoint a hardworking, committed, and enthusiastic Examinations Administrator to join our evolving organisation.

The successful candidate will work under the direction of the Exams Officer and Data Manager to carry out administrative duties relating to all aspects of examination entries and results, including assisting teaching staff or students with any queries relating to examinations. As such, excellent communication and administrative skills are required. All staff are expected to work alongside the teaching staff to be role models for our students, demonstrating the highest standards of teamwork, collaboration, and respect. Please see the accompanying job description for further details about the position. We welcome applications from those who wish to work flexibly.

John Taylor Free School opened in 2018 and we are now approaching capacity with Year 7-12 and Year 13 starting in September 2024. Our first Ofsted rating is 'Good' alongside a strong set of first GCSE results with above national figures in all benchmark areas. If you have a passion for excellence and share our vision, we can offer you the opportunity to be part of a successful and progressive Trust, which is committed to ensuring learning is at the heart of all we do.

If you want to discuss this role, please contact Mrs Sian Byrne, by emailing hr@johntaylorfreeschool.co.uk or telephoning 01283 247823.

Completed application forms should be emailed to hr@johntaylorfreeschool.co.uk.

Only fully completed application forms will be submitted for shortlisting. CVs will not be accepted.

Closing date: 9:00am on Monday 1st July 2024

Selection/Interview: Week commencing Monday 1st July 2024

This post is exempt from the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020). This means that certain convictions and cautions are considered 'protected' and do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account.

Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website: <https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974>

Please note if you are shortlisted, an online search will be carried out before interview which may identify any incidents or issues that have happened, and are publicly available online, which we might want to explore with you at interview. Please review our Privacy Notice for Job Applicants for the lawful basis for processing and retention.

John Taylor MAT is committed to safeguarding and promoting the welfare of children and young people/vulnerable adults and expects all staff and volunteers to share this commitment. Pre-employment checks include an enhanced disclosure and barring service check as a requirement of this post. Our Safeguarding Policy is available on our website, and we encourage applicants to review it before applying.

Please review our Recruitment Pack on the school website before submitting your application.