



# ELLESMERE PORT CATHOLIC HIGH SCHOOL

*'I have come so that they may have life and have it to the full'* John 10.10

## Examinations Manager

Permanent

Actual Salary - Grade 6: £21,192 - £23,650

37 hours per week, Term-Time plus 2 weeks (40 weeks per year)

In addition to the above, we offer an employee assistance programme to you and your family, continued professional development, an excellent staff wellbeing programme, and an attractive pension scheme.

Governors are seeking to appoint an Examinations Officer with enthusiasm and flexibility who will be responsible for the smooth running and administration of all examinations.

This key role will include the responsibility for all examination entries, the smooth running of all examinations, invigilation requirements and results.

Although previous experience in an exam's role would be an advantage it is not essential as full training and a full handover of a month of working with the current Exams Officer will be provided.

We are looking for an excellent administrator and communicator with the ability to work calmly under pressure. Exceptional organisational ability and high levels of accuracy are essential along with good ICT skills.

Application forms and further details are available to download from the school website  
[www.epchs.co.uk](http://www.epchs.co.uk)

The completed application form should be returned by **noon on Friday 10 February 2023**. Following completion of the short-listing process, candidates will be invited for interview on Friday 17 February.

Our school community places the highest priority on keeping children safe. Applicants for all posts will be subject to an enhanced Disclosure and Barring Service check.

In partnership with the RC Diocese of Shrewsbury and Cheshire West and Chester Council

For an informal chat about the role or to have a visit to school please contact, Steph Oscroft, Strategic Data Manager at [steph.oscroft@epchs.co.uk](mailto:steph.oscroft@epchs.co.uk) or 0151 355 2373

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Headteacher: Mrs C. Vile B.Ed. Hons

