



# ELLESMERE PORT CATHOLIC HIGH SCHOOL

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

February 2023

## 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.

Thank you for your interest in the above post at Ellesmere Port Catholic High School. Governors are seeking to appoint an experienced and enthusiastic administrator to the post Examinations Manager 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 the examination timetable and 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.

This is an opportunity to join our hard working and dedicated team of staff who thrive in an atmosphere of professionalism and teamwork, with the achievement of students are the heart of what we do.

The post is term-time with some flexibility required. You will be required to work in the two weeks when exam results are received in August.

Enclosed is a copy of our job description, person specification and application form. 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 2023.

The application form allows some space for a letter of application. The letter will form an important part of the initial selection process for short-listing. Should you decide to apply for the post you should not feel constrained by the space available, and a separate sheet is perfectly acceptable. Please complete the application form in full. CVs will not be accepted as a substitute for the information required.

We take our responsibility to protect and safeguard the welfare of our students seriously. Successful candidates will be DBS checked. The school is committed to Equality of Opportunity.

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.

**Mr C Jones**

Business Manager

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Headteacher: Mrs C. Vile B.Ed. Hons

