

EXAMINATIONS MANAGER

Permanent, annualised hours

Points 18-22 of the SET Support Staff Salary Scale

FTE £29,269 - £31,364 per annum

Pro-Rata- £16,675 - £18,189 per annum, including an allowance for holiday pay. Please note, this is subject to change as per the working pattern in the Job Description.

TO START SEPTEMBER 2024

Framingham Earl High School has over 100 staff dedicated to providing a First-Class education. The school prides itself in delivering education through strong academic lessons and a nurturing ethos which encapsulates a wide range of community and co-curricular links. The school's most recent Ofsted in 2022 demonstrated the school has an "ambitious curriculum" and that "teachers make appropriate adaptations to support pupils, including those with SEND, to achieve well", resulting in a rating of "Good". GCSE results in 2022 saw the school achieve higher than the national average across a variety of subjects.

Framingham Earl High School holds a range of awards including School of Sanctuary status - this is in recognition of our work to ensure an inclusive and educative environment about difference.

THE ROLE

We are looking for an Examinations Manager to join our team.

Previous experience of working in an educational environment and in an admin role, is desirable. Consideration will be given to applicants who have previously worked as exam invigilators. This is a great opportunity to join our school community and support young people in their educational journey.

Applications to be considered upon receipt; therefore, early applications are encouraged.

Application closing date will be: 19th July

Interview date will be via negotiation with candidates.

Complete an application form online – <https://bit.ly/4bxXMjh>

The Trust is committed to safeguarding and promoting the welfare of children, therefore all applicants must be prepared to undergo a number of checks to confirm their suitability to work with children and young people. The Trust welcomes applications from all sectors of the community. In accordance with the Department of Education's "Keeping Children Safe in Education", references will be sought on all short-listed candidates before interview.