

## Examinations Officer

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| <b>Pay scale</b>     | <b>SET Grade 8 SCP 28 – SCP 33, £29,440 - £33,820 pro-rata, actual salary £26,857 - £30,853</b>                               |
| <b>Start</b>         | <b>January 2023 or ASAP</b>   |
| <b>Contract Type</b> | <b>Permanent - 37 hrs, Term-time plus 2 weeks (5 of these days are inset day, the other days working on exam result days)</b> |

We wish to appoint an Examinations Officer who will be responsible for the smooth running and administration of all external and internal examinations.

We are looking for someone who has experience of working in the education sector, is highly organised and has excellent communications skills. You will need to be proficient in the use of IT/data systems with the ability to work to tight deadlines.

Previous experience in the role would be advantageous.

If you are ambitious, fully committed to our six non-negotiables of a Can-Do Attitude; High Expectations; Altruism; No Excuses; Compassion and Empathy, we would love to hear from you.

Fortis Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. Successful candidates will be subject to an Enhanced DBS check along with other relevant employment checks. We are an Equal Opportunities employer.

This is a fabulous opportunity to join Fortis Academy, a school within the Shaw Education Trust.

Please visit our main school website to gain further information about the school. An Executive Leadership Team steeped in school leadership and improvement experience leads the Trust: [www.shaw-education.org.uk](http://www.shaw-education.org.uk). They are committed to the continued professional development of all members of staff and the sustained successful performance of all its academies.

### **The Shaw Education Trust offer the following benefits with your employment:**

- An excellent Local Government Pension Scheme (Support Staff) / Teachers Pension (Teaching Staff)
- Generous holiday entitlement from your first day of employment (28 days holiday rising to
- 30 days after 5 years' service + Paid Bank Holidays)- (Support Staff Only)
- Access to health and wellbeing support via Occupational Health
- Cycle to work scheme
- Access to our Institute of Education and fantastic opportunities to help you grow, contribute and flourish in your role and in the Trust.

### **How to Apply:**

Informal conversations for this post are warmly welcomed and potential candidates are invited to contact the Headteacher's PA (Senior Academy), Sandra Clare on 0121 366 6611 to arrange a discussion with Mr Christopher Czepukojc, Headteacher Senior Academy.

Fortis Academy's website (<http://fortisacademy.org.uk>) offers candidates a wealth of up-to-date information about the Academy; its ethos and aims, day to day life, and news items covering a wide range of events and activities.

Application forms and guidance notes can all be downloaded from our website

<https://fortisacademy.org.uk/teaching-jobs/>.

Please email your completed application form and covering letter to our Business Manager, Alex Darkes

[a.darkes@fortis.shaw-education.org.uk](mailto:a.darkes@fortis.shaw-education.org.uk)

Fortis Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment, click here to review [Safeguarding and Pupil Protection Policy 2022-23.pdf \(shaweducation.org.uk\)](#)

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**The closing date is Monday 5th December 2022 at 9.00am**

**Interviews – w/c 5<sup>th</sup> December 2022**