

## **Examinations Officer / Administrator**

**Grade 7 Pt 13- 17: £19,799. 96 - £21,431.07 depending on experience**  
**37 hours per week, 39 weeks per annum plus 2 days in August for Exam results.**

An exciting opportunity has arisen within Meadowbrook College for an Examinations Officer/Administrator to work on our Oxford site in Marston, Oxford. Your role will be to provide an efficient, comprehensive and confidential administrative support service to the teams within Meadowbrook College and to manage the effective & efficient administration of external and internal exams. You will be expected to work sensitively and positively with staff, parents/carers, students, schools and other agencies and to work creatively with the staff on the Oxford base.

### **You will have:**

- a wide range of clerical/administrative skills and experience of working within a school setting would be ideal (or the willingness and skills to learn)
- knowledge of, or experience of a school's examination processes (or the willingness and skills to learn).
- experience of using a range of IT applications: we are a 'Google School' but administrators also use Microsoft and MIS systems: SchoolPod and CPOMS
- the desire to work in, and not be flustered by, a fast moving, ever-changing and sometimes challenging environment

You will find the role very rewarding and be part of a wider team united in making a difference to young people's lives. If you would like to be part of our team then we would love to hear from you. You can find more details about our school on the website using the address below.

Meadowbrook College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All staff and volunteers are also expected to promote fundamental British values. This post involves the type of work with children and young people that requires applicants to undertake a Disclosure and Barring Service check. The possession of a criminal record will not necessarily prevent an applicant from obtaining this post. All cases are considered confidentially and according to the nature of the role and information disclosed.

Further information is available on our website: [www.meadowbrook.oxon.sch.uk](http://www.meadowbrook.oxon.sch.uk)

To apply **please complete an application form together with a letter, outlining your skills and experience for this post and why you would like to be part of Meadowbrook College.** Completed application forms should be sent by close of play on Monday 31st January 2022 to [chughes@meadowbrookcollege.org](mailto:chughes@meadowbrookcollege.org)

Interviews will take place week commencing 7th February 2022

*Please note that our recruitment and safeguarding procedures do not allow applicants to submit CVs. All applications must be on our Application Forms which can be found on our website.*