

Post Details: Examinations Officer

January 2024 – Permanent Contract

Cirencester Kingshill School is a very busy environment and the staff are friendly and helpful, we currently require an Examinations Officer to join our team.

We require someone with good IT skills who can prioritise work effectively, communicate well on the telephone, by email and on a face-to-face basis with staff and students. You will also need to be able to work independently, manage your time effectively and be able to handle data.

As Examinations Officer you will be dealing with the day-to-day running of the internal and external examinations in the school under the guidance / supervision of the Deputy Headteacher, including liaison with the Examining Groups (EG) and the use of the SIMS software “Exams Organiser”. You will lead the team of invigilators in the Examination Hall and be responsible for the day-to-day administration of all examinations held in the school.

A working knowledge of SIMS would be beneficial although training can be arranged.

Hours and Holidays

Hours of work are 25 hours per week at the following times:

- 8.00am – 12.00pm Monday and Tuesday, 10.00am – 2.00pm Wednesday
- The remaining 13 hours will be worked during the week at times agreed with the Line Manager (Deputy Headteacher).
- The above hours of work may vary due to the seasonal nature of the role and during examination periods. The post holder will have to agree the work pattern of hours with their Line Manager.

Working Weeks:

- Term time only, plus 5 days (which includes x 2 result days and x 3 INSET days), which totals 44.75 weeks per year. This includes 25.5 paid days holiday rising to 30.5 after 5 years continuous service plus statutory holidays.
- Holidays must be taken during the school holidays.

Salary Scale

Salary Scale Grade G point 8 – 20 £24,702 – £30,296 pro rata.
Actual Salary per annum £14,324.10 – £17,567.92.

Safeguarding

Cirencester Kingshill School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share the same commitment. This post is subject to an enhanced Disclosure and Barring Service check.

We welcome applications from underrepresented groups including ethnicity, gender, transgender, age, disability, sexual orientation or religion.

How to Apply

- Please complete the Application Form for Support Staff (available via the school vacancies section on the school website).
- Include the names, addresses, contact numbers and email addresses of your two referees.
- Include your C.V.

Please note that applications without the above being completed/included will not be accepted.

- It would also be helpful if you could include a letter of application which explains how your experiences and skills will best fit the role of Examinations Officer.

Please email completed application forms and relevant documentation to jobs@cirencesterkingshill.gloucs.sch.uk or post to:

Cirencester Kingshill School,
Kingshill Lane,
Cirencester,
Gloucestershire,
GL7 1HS

Closing date for receipt of applications is 9.00am Monday 4th December 2023

Interview Date – Week commencing 11th December 2023

We look forward to hearing from you. If you require any further information please do not hesitate to contact the school.

Miriam Hall
Personnel Officer
Telephone: 01285 651511
Email: jobs@cirencesterkingshill.gloucs.sch.uk

We reserve the right to close this recruitment earlier if there is a sufficient number of applications.