

THE BEMROSE SCHOOL

Uttoxeter New Road

Derby DE22 3HU

Tel: 01332 366711

E-mail: admin@bemrose.derby.sch.uk

www.bemrose.derby.sch.uk

Executive Headteacher: Mr Neil Wilkinson

3—19 mixed comprehensive

NOR 1450 approx.



Examinations Officer

Required to start 1st December 2024 or earlier

37 hours a week

SCP 18-22~£29,269 to £31,364

[Pay Award pending]

Are you organised and able to support pupils to be the best they can in their examinations?

Governors wish to appoint an outstanding person to lead the examination process across the school. The person will have to follow JCQ regulations and support their team and the pupils in their exams.

"Staff have high expectations of pupils. Pupils recognise this and feel that staff care about them." Ofsted March 2024

We are looking for a person with:

- proven leadership, organisation and skills
- a person able to put pupils at ease and lead examinations
- proven skills regarding communication with staff, pupils and parents
- the capacity to understand and implement the JCQ exam guidance
- A clear understanding of how to build relationships to promote high achievement and high expectations.

This role is a very exciting opportunity where you can **make a difference**. Pupils excelling in their exams in an environment that is orderly and supportive is key. This role requires flexible working and is one where you will be supported on your journey.

Please complete the Bemrose application form with a letter, no more than of 2 sides of A4, outlining what skills you could bring to the role and how you will support the school on its improvement journey.

Applications are welcomed by email to recruitment@bemrose.derby.sch.uk

Application packs can be downloaded from the following websites:
www.bemrose.derby.sch.uk , www.tes.com/jobs and www.derby.gov.uk/jobs-and-careers

Closing date: 10am Monday 7th October 2024.
Interviews will be concluded by Friday 18th October 2024.