**Required as soon as possible**

**Scale: NJC 5**

**Salary: £29,583 - £31,440 (Full time equivalent)**

**Actual: £16,659 – £17,705**

**22.5 hours per week (worked over 3 days per week), term time including INSET days plus two additional weeks to be worked during the busy exam period and school holidays. Some working out of conventional hours may be required.**

The Limes College is a Pupil Referral Unit in Sutton which is constantly growing and looking to improve. The college is seeking to appoint an experienced Examinations Officer to support the Headteacher in ensuring the centre is compliant with the JCQ regulations and awarding body requirements to ensure the security and integrity of the examinations/assessments at all times.

**The ideal candidate will need:**

* Minimum GCSE grade C or equivalent in Maths and English;
* Experience of managing exams in an educational context;
* Ability to work under pressure and meet tight deadlines;
* Ability to monitor and analyse information and present it for other users;
* Competency in using a range of IT programs;
* Excellent communication skills with the ability to deal with a variety of people.

**The school can offer you:**

* Local Government Pension Scheme;
* An organisation with a clear moral purpose to change young people’s lives;
* A programme of professional development for staff at all levels;
* Small class sizes;
* Strong community spirit;
* Staff who are supportive towards each other;
* Free access to our employee assistance scheme;
* Free access to an on-site gym;
* Flexible, term-time hours.

The Alternative Learning Trust became a multi-academy trust (MAT company number 11788031) in June 2019. There are now four schools within the Trust; The Limes College, North West Kent Alternative Provision Service (NWKAPS), Will Adams Academy, and Saffron Valley Collegiate. The Department for Education would like Alternative Learning Trust to consider other alternative providers.

*We reserve the right to close this vacancy earlier than the specified date, subject to a high response from candidates; therefore, do not hesitate in submitting your application.*

***Please refer to the Person Specification (listed in the attached Job Description) when completing your supporting statement.***

*Please note that we will seek references and conduct online searches for shortlisted candidates prior to interview.*

*The Limes College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.*

**Closing date: Sunday, 2 June 2024 (midnight)**

**Interview date: TBC**