

The Stourport High School & VIth Form College

External Vacancy



Examinations Officer

NJC Scale 5 (Points 12-17), £16,993 per annum actual salary
Permanent position, available from February 2023
30 hours per week, term time only plus TEDs

We are looking to appoint a dynamic **Examinations Officer** who is innovative and a team player in the education environment. The main purpose of the role is to facilitate the effective delivery of examinations and assessments. The Examinations Officer will be responsible for ensuring the school meets the statutory requirements in relation to examinations and keep abreast of best practice developments in order to inform internal procedures and processes are most effective.

The successful candidate will share our values, be passionate and be able to drive students forwards on their educational journey. Understanding their individual needs and collaborating with the Senior Leadership Team to put appropriate plans in place with the individual at the heart of everything we do. The postholder will have the ability to demonstrate their commitment to the role and how they can support the trust in fostering collaboration ensuring the continual improvement of the quality of students' learning is at the top of the business agenda.

Stourport High School & VIth Form College is on a journey of improvement, with a focus on:

- building a learning community
- strong curriculum strategy
- consistently good teaching
- a culture of kindness and care
- collaboration with our wider school community

The school is well-positioned to move forward at pace, with a team dedicated to delivering outstanding professional teaching and learning to meet and exceed the needs of the students in our care.

For further details of the post, please refer to the [Applicant Guide](#) available.

Being part of Severn Academies Educational Trust enables collaboration with best practice across our schools. The Trust is committed to harnessing talent and developing its people and there may be opportunity to undertake further training and development in related disciplines. There may also be flexibility to work across other settings within the trust, for the right candidate.

Other benefits include:

- Generous Occupational Pension
- Free confidential Employee Health and Well-being service including access to counselling support
- Free confidential employee helpline 24/7
- Incremental pay progression and cost of living increases in line with government policy
- Flexible working arrangements to support colleagues with work-life balance.
- Salary Sacrifice Scheme for electric company car

The Stourport High School & VIth Form College are committed to safeguarding and promoting the welfare of children and young people and expects staff and volunteers to share this commitment. Safer recruitment practices and pre-employment checks will be undertaken before any appointment is confirmed. The post is subject to enhanced clearance by the Disclosure and Barring Service.

Please send your application forms to recruitment@saet.co.uk

Closing date: 9am – Friday 10 February with interviews being held the following week.