

Examinations Manager

37 hours per week – 39 weeks per year (0.8559 fte) – permanent
Grade 8, Point 15-18: £26,427 – £28,776 per annum
Actual salary: £22,618.13 - £24,628.57 per annum

Start date: as soon as possible

As part of our continued growth, an exciting opportunity has arisen for a hardworking, organised and efficient examinations manager to join our team. This is a crucial role for the school involving managing all aspects of the school's internal and external examination systems, as well as facilitating/assisting with the production and interpretation of school data.

As examinations manager, you will possess excellent literacy and numeracy skills, with keen attention to detail. Excellent communication skills are key as the role will involve liaising with, supporting and providing guidance to a wide range of people including senior leaders, other colleagues, exam invigilators, students and parents/carers on both a one-to-one basis and to larger audiences. You will need to be calm, caring, approachable and firm when necessary, with the ability to work under pressure and to use your own initiative. As part of the role it is anticipated that you will be flexible, working additional hours during peak examination times and results days to support our staff and students.

The ideal candidate will have proven experience of planning, organising and administering examinations, ensuring that they are conducted smoothly, efficiently and above all adhering to all relevant exam body regulations. You will also need to be confident organising exam invigilators, including timetabling, allocation of work, training and ensuring that the most up to date information from exam boards is provided to them.

With over 700 students on roll, the school is at the heart of the local community, serving families in Ibstock and the surrounding villages of North-West Leicestershire.

LIFE Multi Academy Trust is committed to safeguarding and promoting the welfare of students and expects all staff and volunteers to share this commitment. All offers of employment will be subject to a DBS check and an online search.

Closing date: 12 noon on Thursday 26 September 2024

Interviews: date to be confirmed

Please visit our website <http://www.ibstockschool.co.uk/content/vacancies.php> for an application pack, or for more information and enquiries, email jobs@ibstockschool.co.uk