



Exams and Cover Officer

September 2024

Job Type	<i>Exams and Cover Officer</i>
Salary	<i>NJC Grade H, Points 18 to 23 £29,269 - £32,076 FTE. Actual salary £21,346 - £23,393.</i>

About the Role

Required from September 2024, a highly motivated and professional Exams and Cover Officer to join the Data, Admissions and Exams team.

The successful candidate will be responsible for delivering a comprehensive exams service which is pupil focused in accordance with SGHS exam policies and the regulations set by awarding bodies for both public exams (including GCSE and A-Levels) and internal examinations. This dynamic role requires a detail-oriented, highly organised, and communicative individual who can collaborate effectively with all stakeholders involved in the exams process. Organising teaching staff cover and deal with day-to-day absences. Data protection and compliance, to support best practice. School policy administration and management. Administration of Year 12 admissions.

The Exams Officer will play a pivotal role in organising and managing SGHS exams, ensuring a smooth and stress-free experience for students and teaching staff. The successful candidate must be adaptable, capable of creative problem-solving, and thrive in a collaborative team environment.

Why work for Northern Star Academies Trust?

We are a mission-driven Multi-Academy Trust, with an unwavering commitment to nurture learning in a sustainable environment so that our whole community can thrive, aspire and succeed. We offer access to a professional and supportive community of academies, fellow senior leaders, and mentors to help develop and progress your career. Each school in our Trust is unique and all of our primary and secondary academies are rated 'good' or 'outstanding' by Ofsted.

Further Information

For further information please download the job pack attached to this advert. To apply please click apply now on the advert in the Every candidate portal.

If you would like to have an informal chat about the role, please telephone 01756 707609.

For safeguarding purposes. A CV alone is not sufficient.

Closing date	<i>Thursday 12th September 2024</i>
Interviews	<i>TBC</i>

Northern Star Academies Trust

77 Gargrave Road, Skipton, BD23 1QN, North Yorkshire | 01756 707600 | info@nsat.org.uk | www.nsat.org.uk

Northern Star Academies Trust is a charitable company limited by guarantee. Company number: 07553531



Northern Star Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post requires an enhanced DBS Criminal check. Please note that in line with Keeping Children Safe in Education 2022, an online search will be carried out as part of our due diligence on shortlisted candidates.

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