



Exam Administration Support with other whole school administration duties

Scale 3 (£28,545 - £28,977) Pro-rata Part-time (8.00am – 2.30pm) or full-time (8.00am – 4.00pm) Exam Admin hour: 8.00am - 9.30am, 11.00am -11.30am and 2.00pm - 2.30pm

We are looking for a creative, motivated and excellent exam administrator who would relish the opportunity to join our innovative team. You will be fundamental in contributing to this vibrant local community within the Local Authority's first all-through school for children and young people aged 3 to 19 in South London.

Woodmansterne School & Sixth Form is a diverse and vibrant community; we benefit from this rich variety of cultures and traditions. We are looking to extend our team and employ exceptional staff who share our values and determination to ensure that our young people receive an excellent, inclusive education.

We are looking for an exam administrator with:

- recent experience of working in a school setting or similar environment;
- very high expectations of what can be achieved;
- a understanding of roles and responsibilities within a school and understand your own position within the school;
- a positive, solution focus mindset and determined "no excuses" approach to raising standards;
- A knowledge of SIMS/ other management information software;
- Organisational skills– ability to prioritise workload and meet deadlines;
- The ability to show initiative and prioritise one's own work and that of others even when under pressure strong interpersonal skills;
- commitment to the protection and safeguarding of children and young people, up-to-date knowledge of relevant legislation and guidance in relation to working with, and the protection of, children and young people
- commitment to the school's visions, values and ethos ;
- a personable nature to build effective relationships all members of the school community .

Our inclusive and highly skilled leadership team bring a range of experience and insight to their roles and are committed to providing an exceptional and enriching education for all.

Closing date: 9am, Wednesday 6th December

Interviews: Monday 11th December

To start: As soon as possible

We reserve the right to close this vacancy early if we receive sufficient applications for the role. Therefore, if you are interested, please submit your application as early as possible.

You can find out more about this post and our school by visiting our website www.woodmansterne.london where you can find additional, essential information in the applicant pack.

Please email your application to: recruitment@woodmansterne.london.

Woodmansterne School & Sixth Form is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and external agencies to share this commitment. Successful candidates will be asked to apply for an Enhanced Disclosure and Barring Service check. Further information can be found at www.gov.uk. Woodmansterne School & Sixth Form is an equal opportunities employer and encourages applications from Black, Asian and Minority Ethnic candidates, as these groups are underrepresented in education nationally.