



EXTERNAL

Post: Exams Officer

Hours of Work: Permanent, Full Time (37 hours per week), Term Time Only + 2 Weeks

Salary: Grade 8, Points 19 – 24, £29,777 - £33,024 (FTE)

Actual Salary: £26,919 - £29,855

Start Date: September 2024

Archway Learning Trust is seeking to appoint an outstanding Exams Officer to join a high achieving, successful and forward-looking team of staff.

The successful candidate will be joining Bluecoat Trent Academy at an exciting time. We are moving to our brand new premises in September and starting our first Key Stage 4 cohort. An important part of the role will be to work with the SLT to establish the school as an exam's centre.

As a valued member of the Exams and Data team the post holder will work under the supervision of the Principal and Assistant Principal and will be responsible for providing administrative support in relation to the organisation of internal and external Academy examinations and timescales. The Exams team plays a vital role in the running of each of our Academies during exam seasons, which requires the post holder to develop a multitude of relationships with internal and external stakeholders. The post holder will also work closely with the local Academy Assistant Principal for Achievement to ensure the continuous assessment framework is adhered to.

The successful candidate will be committed to the students and academy life and will possess the ability to communicate effectively and be able to raise the standards of learning for all of the students with whom they are required to work.

The growth and development of our Multi-Academy Trust makes this an excellent opportunity to join us, as we seek to serve a growing number of young people across the region.

In return we can offer:

- Archway benefits to include shopping discounts and competitions
- A free and confidential employee assistance programme offering counselling and advice
- Access to a generous pension scheme
- Access to discounted travel schemes
- Cycle to work scheme
- Comprehensive training and support
- Opportunities to develop new skills and progress your career
- Eye care voucher scheme
- Free flu vaccine
- Access to e-learning and development

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. This post is subject to the satisfactory completion of an enhanced DBS check, Barred List check, the receipt of satisfactory references, online searches and any other statutory checks that are required for the post. We are an equal opportunities employer.

For more information about Archway Learning Trust and the vacancy, please visit www.archwaytrust.co.uk/vacancies. To apply for the role click apply which will take you to the

application form for the post. We would encourage you to refer to the job description and person specification, demonstrating your suitability for the role.

Closing Date: 9am, Friday 5th July 2024

Interview Date: Wednesday 10th July 2024