

# Information for Applicants

**Exams Officer**

Application process

We are looking for an Examinations Officer to lead our examinations team in our relatively new school. The Exams Officer ensures the efficient and accurate organisation and administration of all aspects of the school’s external and internal examinations processes, including the management, deployment, and training of exam invigilators. The role will suit anyone who has good organisational skills and wants to contribute to students’ achievements and outcomes. Whilst experience in a similar role is helpful, it would not be essential.

Great Western Academy opened in September 2018 and now accommodates over 900 students in years 7 to 11 and the Sixth Form. The results of our first three A-level cohorts in summer 2021, 2022 and 2023 were excellent and enabled 98% of university applicants to take up their offers, including three to Oxford and Cambridge; students have also secured prestigious apprenticeships with companies such as Airbus and Rolls Royce. Our first GCSE results in summer 2023 showed that the progress made by the large majority of our first cohort of year 11 students has been excellent, particularly in English and Maths. This includes students of all abilities.

Please complete the application form supplied and enclose a supporting letter, either in the space provided on the application form or as a separate document. The application form should be completed in full in black ink or type. A CV is not requiredand should not be submitted as part of the application.

Your supporting letter should be no more than 2 sides of A4 (with a font size no smaller than 11) and should enhance your application by providing further information, matched to the person specification, about your suitability for the post. This should include evidence of the impact of any previous work you have undertaken.

Electronic applications should be completed on Eteach or returned via email to [recruitment@gwacademy.co.uk](mailto:office@gwacademy.co.uk)

**References:** References will be taken up prior to interview.

**Closing Date:** 9am Monday 20th September 2021

**Interviews:**  TBC

*Great Western Academy is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and we expect all staff to share this commitment and undergo appropriate checks. All posts within the Trust are therefore subject to an Enhanced DBS and barred list check.*