



EXAMS OFFICER (MATERNITY COVER)

Start date: As soon as possible

Temporary until July 2018

Full time (37 hours), term time only plus 2 weeks

8am to 4pm with flexibility to accommodate busy periods

Pay Scale: £21745-24717 pro-rata

We are seeking to recruit an Exams Officer to provide maternity cover.

The postholder will have responsibility for the administration, organisation and smooth running of all tests and examinations in the school and ensure the accurate analysis of examination data.

Consequently, you have a highly important role in helping the school in its raising achievement programme, not only through creating efficiency and effectiveness in the administration of GCSE and GCE examinations, but also through important baseline testing such as CAT and subject internal exams.

We are looking for an enthusiastic, flexible and conscientious professional person. The role requires an organised and methodical approach with close attention to detail. The successful candidate will be a team player with the ability to deal with a large workload whilst maintaining consistently high standards. Highly developed interpersonal skills will also be essential in liaising on a daily basis with teachers, students and parents. Strong IT skills, a good knowledge of Excel, and experience of SIMS is also required.

The Trent Academies Group is an emerging multi-academy trust, based in Nottingham. Our aim is to support schools and academies in providing outstanding education for their pupils. The Trust currently consists of Rushcliffe School, an outstanding school in West Bridgford, Farnborough Academy and Arnold Hill Academy.

In our Group we work together, share staff, join up expertise, build on each other's strengths, pool resources and combine facilities, so that everybody, staff and pupils, gets the chance to shine and achieve their best.

Further details and an application form are available from our website www.arnoldhillacademy.co.uk

If you would like to apply for the post, please send the completed application form to jobs@arnoldhillacademy.co.uk

We are looking to appoint as soon as possible, therefore early applications are encouraged.

Arnold Hill Academy is part of the Trent Academies Group.

The registered office is Trent Academies Group, Rushcliffe School, Boundary Road, West Bridgford, Nottingham NG2 7BW
The company's registered number is 8128513

