



Stanborough School

A Mathematics and Computing Academy

Lemsford Lane

Welwyn Garden City

AL8 6YR

www.stanborough.herts.sch.uk

Headteacher: Mrs M John

EXAMINATIONS OFFICER

H9

£32,798 – 35,336 plus £637 Outer fringe allowance pro rata

37 hours per week, Term Time only with 3 weeks to be worked in the summer holiday and three weeks' holiday to be taken in term time.

Actual salary approximately £27,764- £30,562

Start date: September 2022

We are looking to appoint an Examinations Officer who will be a well organised person responsible for the efficient and effective running of all internal and external examinations within the school. The job will include liaising with staff, students, invigilators and examination boards and ensuring a high quality of administration and communication. You will lead an Exams assistant and a team of invigilators.

You will have a professional and flexible approach to tasks and be resilient under pressure as well as being able to build good relationships with students, staff and parents.

A job description and person specification is available from the school or downloadable from the school website.

Applications are invited by letter to the Headteacher (no more than 2 sides of A4), outlining why you would be well suited to this post and what experience, strategies and qualities you would bring to ensure success, **together with a Stanborough Application Form.**

Tel. 01707 321755 Email. jhonourjones@stanborough.herts.sch.uk

Closing date: 12th July 2022

Interviews: Week commencing 18th July 2022

We reserve the right to call candidates for interview and to appoint before the closing date

Stanborough School is committed to safeguarding and promoting the welfare of children and young people and expects staff to share this commitment. All post holders are subject to a satisfactory Disclosure and Barring Service (DBS) check. The following policies are provided on the vacancies section of our website: Policy for Safeguarding and Safer Recruitment and Retention Policy.