



The Governors of Altwood Church of England School seek to make the following appointment:

Examinations Co-ordinator

The principal duties of the Examinations Co-ordinator are:

- ✚ To plan and deliver the smooth operation of all aspects of school examinations ensuring adherence to JCQ and exam board regulations at all times
- ✚ Liaise with Heads of Department to produce lists of entries for external examination boards; to submit predicted grades to the board, and any other information requested by the boards
- ✚ To be/become familiar with the databases and electronic systems used for the submission of entries and for the issuing of results
- ✚ To ensure that all non-examined coursework is collected and dispatched to the examination boards or to the named markers by the time and method of conveyance specified
- ✚ To deal with requests for remarks, submitting them to the examination boards and feeding back results to relevant staff and to pupils and parents; to advise pupils and departments on grade thresholds and the submission of post-results requests

The successful candidate will bring

- ✚ At least one years' experience, preferably working in a school or educational establishment
- ✚ An excellent communicator with the ability to work to deadlines and manage both your own workload and a team of invigilators
- ✚ The ability to develop and maintain good relationships with a wide range of people, from parents, governors and students to outside agencies
- ✚ Proficiency in Microsoft Office software, specifically Word and Excel

In return the school can offer a very flexible working environment with a mixture of core working weeks and hours at specific times in the academic year as well as more flexible hours at other times in the academic year.

Salary Grade 5 Full Time Equivalent £22,655 Hourly rate £13.36/hr rising to £13.96 in April 2019

The job description and application form can be downloaded from our school website www.altwoodschoo.co.uk

Altwood Church of England School has the responsibility for and is committed to safeguarding children and young people and for ensuring that they are protected from harm. This post is subject to an enhanced DBS check.

Please forward completed applications
via email to: jwoodruff@altwoodschoo.co.uk