



Diocese of Southwark

St Michael's Catholic College

Llewellyn Street, Bermondsey, London SE16 4UN
11–18 YRS MIXED COMPREHENSIVE, V.A.

Required for an immediate start

Roll: 870

EXAMINATION OFFICER

The position is 36 hours a week, 8.30 – 4.30 term time only plus two weeks in the summer holidays.
The salary is £30,012.00 prorated to £25,902.66

St Michael's Catholic College is seeking to appoint an experienced Exams Officer to provide high levels of organisation and accurate delivery of an exam season. This role requires absolute accuracy and the use of highly organised systems at all times. You must be an excellent communicator and have exceptional administrative and organisational skills. There will be some general administrative duties around the College as well. Previous experience of working within a school environment would be an advantage and a genuine interest in working amongst young people is essential. Flexibility is crucial to meet the demands of a busy school as is the ability to build effective relationships with staff, governors and the whole school community.

Responsibilities include: (See full job description)

- Operating as the school's examinations officer and undertaking the associated administration including electronic entry and registration for courses for external qualifications, mock exams and internal exams.
- To act as a focal point for examination queries, liaising with staff, students and/or parents as necessary and ensuring that all relevant documentation is processed in this regard.
- To be aware of JCQ and exam board requirements and ensure that they are met.

St Michael's has been judged outstanding by Ofsted on two successive occasions and is an outward looking school with an excellent reputation in the local area. It is a strategic partner in the Catholic Teaching Alliance and works as part of the SSLP in partnership with other schools in the borough including private schools.

St Michael's College is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. This post is subject to a Disclosure and Barring Service (DBS) check.

Please contact Mrs V Ferguson by email v.ferguson@stmichaelscollege.org.uk for an application pack.

We reserve the right to close this vacancy early should we receive an overwhelming response.

Closing date Monday 11th March 2019 at midday