

EXAMINATIONS OFFICER

**Salary £22,221
to £23,708**

The school enjoys the facilities that a recent £10 million development programme has brought and recent inspections have commented on the warm relationships that exist between staff and pupils.

NO AGENCIES PLEASE

We are looking to appoint a highly skilled Examinations Officer to lead and manage the successful running and organisation of our examinations.

Working within the Administration team, we are looking for someone who has an awareness of examination procedures with the ability to lead a team of invigilators. Previous experience of working in a school environment is essential.

Main responsibilities will include;

- liaising with heads of department, invigilators and teachers
- drawing up examination timetables
- preparing, organising and supervising examinations in accordance with the regulations laid down by examination boards
- dealing with certification issues
- attending result days, distributing documentation to staff and dealing with queries
- validating statistical data, and
- checking examination fees and charges.

This is an exciting time to join us as we continue our journey to becoming an outstanding school. The last Ofsted inspection in March 2008 judged the school to be 'Good' and under the leadership of a new Headteacher our aim is to be 'Outstanding' in time for our next inspection.

If you would like to contribute to our exciting future please e-mail: head.pa@slougheton.com or contact Lynne Bovington on 01753 520824 for an application form.

Applicants will be required to demonstrate their commitment to promoting and safeguarding the welfare of children and young people in line with the school's policies and procedures.

Closing Date: Friday 23rd July 2010

Interviews will be held: Tuesday 10th August 2010

