

Job Title: Examinations Officer

Start Date: 1st July 2022

Contract Type: Full time Contract

Location: Highgate, Islington, London

Industry: Support staff

Salary: Dependant on experience

REF: STA-TA/04/2022

Contact Name: Debbie McDonagh

Contact Email: mcdonagh.d@sta.islington.sch.uk

Closing Date: 03/06/2022

Date posted: 12/05/2022

Job Description

St. Aloysius' College is a Roman Catholic Boys secondary school with a Mixed Sixth Form in the borough of Islington. It has provided the local community with over 140 years of high-quality education. The College is currently going through a phase of rapid improvement and we are looking to recruit staff to help us deliver an outstanding education to all of our pupils.

It is a friendly and supportive school community with a focus on excellence and high expectations of all. Staff development is a priority on our journey to Outstanding. We are seeking to appoint an experienced, bright, and enthusiastic Examinations Officer to undertake the administration and organisation of all aspects of examinations both external and internal in accordance with the regulations laid down by the awarding bodies and in collaboration with members of the SLT responsible for curriculum and examinations.

We can offer:

- The opportunity to work in a school with enthusiastic, motivated and respectful students
- Supportive, hardworking Governors and colleagues who care passionately about our school and the local community
- Future career development

We are looking for someone:

- To ensure that the schools Exams Organiser System is up to date with all the relevant base data as provided by the Exam boards
- To liaise with the Exam boards and JCQ to ensure that all entries are correct and eligible for certification.
- To manage the exam process and to ensure that the school meets the relevant JCQ regulations, that all required materials are in the examination rooms for the start of the examinations and arrangements for candidates with special educational needs are in place.
- To disseminate information, answer enquiries and deal with complaints regarding external examinations in consultation with the School Bursar and Head Teacher

St. Aloysius' College is committed to Safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment.

This appointment is subject to an enhanced DBS check and positive references.

How to apply: An application form is available via the school's website <http://www.sta.islington.sch.uk/>. Please email your completed application to **Debbie McDonagh** mcdonagh.d@sta.islington.sch.uk