

SIMON BALLE ALL-THROUGH SCHOOL

Examinations Officer 30 hours per week (flexibility can be discussed at interview),

40 weeks per year (term time plus 2 weeks, including 5 days INSET and 4 exam results days in August)

H7

Creating tomorrow's citizens today

Simon Balle All through school is a unique place to work, being one of only 170 all-through schools nationally and the second to be established in Hertfordshire. Working here opens up so many opportunities and the ethos and culture is such that so many people flourish professionally. It is a happy place with highly motivated staff and students who all want to do their very best to see young people succeed. Indeed many staff live locally, send their own children here and have recommended their friends and family to seek employment at the school. Ofsted visited the school in May 2018 and we were recognised as an "Outstanding" school.

Applications are invited for the post of Examinations Officer. We are looking for a strong team player to lead and manage the external and internal examinations process which will include budget management and working with the Assistant Head (Exams).

The successful applicant will need to communicate with staff, students, parents and examination boards to ensure the processes run smoothly. You will also be responsible for line managing an experienced team of invigilators. Excellent IT skills are essential and the ability to remain calm under pressure is essential. Please use the Simon Balle School application form and we prefer electronic submissions where possible. Electronic versions of the application form are available on our school website at:

<http://www.simonballe.herts.sch.uk/vacancies/>

Applicants for this post should write a covering letter of application outlining how your experience and training to date will equip you for this role.

Closing date : Wednesday 23rd January 2019 (noon) however candidates are encouraged to submit their application as soon as possible as the school reserves the right to close the advert should we feel able to appoint an appropriate candidate.
Interviews TBA

Simon Balle is committed to safeguarding and promoting the welfare of students and expects all staff and volunteers to share this commitment. We are also committed to the equality of opportunity for all. Applicants for this post must be willing to undergo child protection screening, including reference checks with previous employers and the Disclosure and Barring Service

