



RAINFORD
HIGH

February 2017

Dear Candidate

SENIOR EXAMINATIONS OFFICER
Scale 6 (SCP 26-28) £23,166 - £24,717
37 Hours per week, full time

We are seeking to appoint a Senior Examination Officer to start as soon as possible, who will be responsible for the management, administration and organisation of all aspects of both mock and external examinations, in accordance with the regulations laid down by the awarding bodies. They will manage a wide range of examinations at both GCSE/Level 2 and A Level/Level 3 with a subsequent complex exam timetable for the whole school. The Senior Exams Officer will also be the first point of contact for exam/awarding bodies, Senior Leadership Team, Heads of department, as well as working closely with teaching staff, candidates, and parents/carers.

You should be qualified to NVQ level 3 or equivalent qualification (2 x A Levels A*-C) or already be experienced in this field and have proven experience in a role of responsibility. You should have excellent communication skills, both verbal and written, with both adults and students and a good working knowledge of databases, spreadsheets and relevant software.

As a school we are on a journey to excellence and we need every member of our team to share this ambition. If this describes you, then prepare your application carefully and it will be given every consideration

Rainford High Technology College is committed to safeguarding children To ensure that this is achieved we expect all employees and volunteers to share this commitment and staff will be recruited and selected in line with safer recruitment policy and practice. The successful applicant will undertake an enhance DBS check.

Completed application forms and supporting letter should be returned to the **Principal's Personal Assistant, Mrs Jane Ledson, by 12pm on Monday, 6th March 2017.**

Yours sincerely

Mr Ian Young
Principal