

Dear Applicant

November 2016

Thank you for your interest in the post of **Examinations Officer**

JCoSS is an academic, aspirational learning community with an innovative and pluralist Jewish ethos. Opened in 2010 in a new £48m building, we fill our final year group in September 2016 as our first cohort reaches Year 13. The school enjoys an excellent reputation across North London and is heavily oversubscribed. Our pioneering cohort of students achieved outstanding GCSE results, putting us in the top 100 non-selective schools nationally. A quarter of the year gained 9A grades or better and 41% of grades were at A* or A. Our recent Ofsted inspection graded us Good with a number of Outstanding features, including the 6th form and our provision for students with SEN.

Our staff are enthusiastic professionals who combine commitment and flexibility, and the culture of the school is one of purposeful good humour and humanity. Our families are motivated, eloquent and supportive, with high expectations, and our students are enormous fun to teach. We are determined to offer them the very best academic and vocational education, and to support and challenge all in attaining the highest results.

The role involves the management, co-ordination and implementation of the school's examination process. This will include making exam entries, liaising with Heads of Faculty regarding curriculum requirements, and with the Learning Support department regarding applications to awarding bodies for special access arrangements. Training will be provided in these areas for the successful candidate (if required). The role also involves responsibility for school internal exams, the rooming and logistics of the examination season, and the management and training of invigilators.

Please complete the application form as fully as possible, and attach a separate letter of application. As a guide, this should be no more than two sides of A4, addressing the criteria identified in the Person Specification, explaining how your experience has prepared you for this role and school, and outlining a vision for your contribution to JCoSS. The closing date for applications is 9am on Monday, 5th December 2016 and the interview will be on Thursday, 8th December, however we reserve the right to interview suitable applicants before this date. Successful shortlisted candidates will be contacted by email or telephone. The successful applicant will take up post in January 2017, or sooner by negotiation.

JCoSS is committed to safeguarding and promoting the welfare of children and young people and expects all its staff and volunteers to share this commitment. All posts are subject to satisfactory enhanced Disclosure & Barring Service (DBS) clearance.

Should you have further questions or wish to have a confidential conversation, please contact Hayley Follett, Deputy Headteacher, at the school.

Yours sincerely



Patrick Moriarty, Headteacher