



Exams/Data Officer

Salary: NJC Point 22 (full time/term time plus 10 days)
£18,602.94 pa (actual/gross)

Hours of Work: 36.25 hours per week
08.30 am – 4.30 pm Monday-Friday (45 mins lunch)
Term-Time (to include staff inset days)
plus 10 days during examination period

There is the availability in the post to make the hours flexible during the non-examination period.

Required: ASAP

Main purposes of the job (flexibility and self-management essential)

- To manage all administration in connection with exams procedures to include recruitment and induction of exam invigilators.
- To manage internal exams within the college.
- To assist with data administration.
- Pupil Supervision.

11-18 State-funded Independent Catholic Grammar School

The application form and details can be downloaded from the College website to be returned to:- Mrs D. Howard, Office Manager
Email: recruitment@st-ambrosecollege.org.uk

Closing date for applications: 7 February 2018

Interview to be held the week commencing w/c 19 February 2018

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Any offer of appointment for post is subject to a satisfactory DBS Disclosure.

Tel: 0161 980 2711

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