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| Vacancy title | Exams Officer and Exam Data Manager |
| Contract type | Part-time permanent post |
| Working hours/weeks | 37 hours per week  40 weeks per year (term time, training days + 1 week to be split and worked over the GCSE and A Level exam results periods in August) |
| Salary | Grade H point 14-20 (£22,462 - £25,295) equating to £20,034-£22,373 actual salary) |
| Closing date | Monday 14th October 2019 |
| Interviews w/c | To be confirmed |
| Start date | As soon as possible |
| Work base | Montsaye Academy-Rothwell, Northamptonshire |

Montsaye Academy is a rapidly improving 11-18 school judged as ‘GOOD’ by OFSTED on their recent visit in January 2019.

The hard work and commitment of the staff and leadership was recognised with Ofsted quoting:

* ‘The determined vision and leadership of the principal and senior leaders has successfully created a positive culture which has led to rapid improvements at the school.’
* ‘The morale of staff is high. Pupils say they are happy to be at Montsaye Academy.’
* ‘The quality of teaching is good overall.’

We are seeking to appoint an Exams Officer and Exams Data Manager to join our Academy support staff team.

The Exams Officer and Exams Data Manager is responsible for undertaking the organisation and administration of all Montsaye Academy examinations in line with academy policies, procedures and formal external examinations regulations. The Exams Officer and Exams Data Manager plays a vital role throughout the academic year, particularly during exam seasons where the post holder is required to develop a multitude of relationships with internal and external stakeholders.

Applicants must be able to offer flexible hours over the examination periods and for results in August.

To apply please submit an application form and covering letter outlining your suitability for the post. Our application form and further details can be downloaded from the vacancies section of the Pathfinder Schools website https://pathfinderschools.org.uk/join-us/vacancies . Application forms should be sent to [recruitment@pathfinderschools.org.uk](mailto:recruitment@pathfinderschools.org.uk)

We are proud of our Academy and welcome visits from prospective applicants. Visits can be arranged by contacting the school HR Manager Lisa Pinney-Filaiti.

*Pathfinder Schools are committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.*

*DBS, Reference, Identity, Criminal Record and Medical Checks are mandatory for all posts within Pathfinder Schools.*