



Exams/Data Officer Required: ASAP

Salary: (NJC 18-22) Grade 6 (salary range £21891.17 to £23695.55)
Full time/term time plus 10 days (41 weeks)

Hours of Work: 36.25 hours per week

Main purposes of the job: -

- Manage all administration in connection with exams procedures to include recruitment and induction of exam invigilators.
- Manage internal exams within the College.
- To assist the Data Manager with administration.
- Pupil supervision.

Attention to detail, flexibility and self-management are key requirements.

11-18 State-funded Independent Catholic Grammar School

The application form, job description and person specification
can be downloaded from the College website.

Application to: recruitment@st-ambrosecollege.org.uk

Closing date for applications: 20 January 2020 @ noon

Interview to be held 24 January 2020

The school is committed to equal opportunities, 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 check.

