

St John's, Marlborough

Number on Roll: over 1700 with 400 in the Sixth Form

Assistant Exams Officer/Chief Invigilator

Start Date: ASAP

St John's Marlborough is one of the highest performing academies in the country and a key member of the highly effective Excalibur Academies Trust.

We are looking for a highly motivated, articulate and personable Assistant Exams Officer/Chief Invigilator to join our exceptionally supportive and passionate team.

The Assistant Examinations Officer is a new post and will provide administrative assistance to the Examinations Officer. Whilst this role is allocated 13 hours per week for 41 weeks a year, there is flexibility in when these hours can be worked.

The role of Chief Invigilator will be to organise the invigilation team for all public and internal exams and to act as the lead invigilator during all examination periods. (The Chief Invigilator will not need to run every exam session and can delegate this responsibility to a senior invigilator on a session by session basis.) This role has no allocated hours; the chief invigilator claims for the time required to discharge the duties of the post.

For both roles, you must also be flexible and willing to adjust to changes.

Scale and Salary: £10.54 rising to £10.97 per hour, pay review pending

Being part of the Excalibur Academies Trust means we offer a very well thought through package of support and development, which includes a wide variety of opportunities. Our professional development offer ensures a very clear focus on the development and well-being of all our staff and students.

The Academy is judged as Outstanding in all areas and it has exceptional facilities in a state-of-the-art teaching environment. We believe this is a great opportunity to join a thriving and forward-thinking school.

Closing date for applications: Tuesday 25th February 2020 - noon

Date of interview: tbc

Excalibur Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All applicants will be subject to a full Disclosure and Barring Service check before appointment is confirmed.