



## Queen Mary's Grammar School

Headmaster: R J Langton, M A

### Examinations Officer

**Start Date:** from January 2021

**Actual salary:** £21,435 – £25,259 (FTE £23,541 - £27,741)

**Hours:** Full-Time

**Scale:** NJC 15-23

The post holder is required to work 3 weeks of the Summer holiday period during exam results weeks for GCSE and A levels and the week leading up to the start of the next academic year.

Some additional working hours outside of normal agreed hours may be required from time to time to support examinations.

We wish to appoint an experienced Examinations Officer to work in a busy Examinations Office. In role as an Examinations officer and with the support of a Data & Examinations Assistant, you will be responsible for the administration and organisation of all aspects of external and internal examinations in accordance with the regulations laid down by the awarding bodies.

Queen Mary's Grammar School has a national reputation for academic achievement. The School is a happy, rewarding place and the role will support our well-motivated young men and women to reach their full potential and prepare for life beyond.

#### Applications

For an application form and a job description applicants should visit the vacancies page of our website at <http://qmg.walsall.sch.uk/>

Applications are required using the School's standard application form (by e-mail), and a one page letter setting out your experience and how this matches the requirements of the role.

Please return complete application form to [s-sahota@qmg.walsall.sch.uk](mailto:s-sahota@qmg.walsall.sch.uk) or if you would like to discuss the role further.

Closing date: Thursday 3 December 2020 (9:00am)

Interviews: W/C Monday 14 December 2020

Queen Mary's Grammar School is committed to equal opportunities and safeguarding and promoting the welfare of children and young adults. We expect all staff to share this commitment. All post-holders are subject to a satisfactory enhanced Direct Barring Service disclosure.