



## Queen Mary's Grammar School

Headmaster: R J Langton, M A

### Examinations Officer

**Start Date:** From January 2024  
**Actual salary:** Grade 6: NJC 15-23.  
FTE £27,803 - £32,076, (TT Pro Rata: £25,868 - £29,843)  
**Hours:** Full-Time or Term Time + 3 weeks

If successful candidate opts for the Term Time +3 week. 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 an Examination 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.

If you would like more information about the role, please contact Simran Sahota, Executive Assistant by emailing [s.sahota@qmg.merciantrust.org.uk](mailto:s.sahota@qmg.merciantrust.org.uk).

Applications should be made using the Associate Staff application form via the QMGS School <https://qmg.walsall.sch.uk/vacancies/> or TES website including a supporting statement of no more than two sides of A4 in which you should set out how your experience and expertise match the requirements of the role.

Completed applications should be submitted to [s.sahota@qmg.merciantrust.org.uk](mailto:s.sahota@qmg.merciantrust.org.uk).

**Closing date: Friday 15 December 2023**

**Interviews: W/C Monday 18 December**

*Queen Mary's Grammar school is committed to safeguarding and promoting the welfare of children and young people/vulnerable adults and expects all staff and volunteers to share this commitment. Safeguarding and Safer Recruitment Policies can be found on our website. This position is subject to appropriate vetting procedures including a criminal record check from the Disclosure and Barring Service (formerly CRB) which will require you to disclose details of all unspent and unfiltered spent reprimands, formal warnings, cautions and convictions as part of the recruitment process.*