**Exams Officer**

Permanent Post

Salary: Point 14 – 17 £22462 to £23836 pro rata

Term Time only + 2 weeks

37 hours per week

We are seeking to appoint an experienced Exams Officer to be responsible for smooth running and administration of all internal and external examinations.

St. Francis of Assisi is a fabulous and highly successful school where staff and students feel happy and safe and where teachers and learners have a close working relationship. We have very high expectations of manners, behaviour and relationships and these expectations create an environment where all can achieve their ambitions and aspirations. **Applications are welcome from non-Catholics.**

We invite candidates who can demonstrate their ability to offer excellent all-round administrative support and communication in a busy education environment. The successful postholder will have excellent organisational skills, strong communication skills for liaising with students and parents as well as training invigilators as required. Previous experience of running examinations and working with examination bodies is essential.

The ability to communicate effectively with our students whilst working within our structures, using your own initiative and being proactive is essential. This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent and spoken English is an essential requirement for this role.

St. Francis of Assisi has a commitment to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment. The post is subject to an Enhanced DBS/Criminal Records check.

Further details and application forms are available from our website: [www.stfrancis.cc](http://www.stfrancis.cc/).

Closing date: 3rd November 2020 midday.

Interviews: Week commencing 9th November 2020.

To send in an application or if you have any queries, please contact Mrs Siciliano Headteacher’s PA at [ksiciliano@stfrancis.cc](mailto:ksiciliano@stfrancis.cc).