

<b>Post title</b>	Exams Officer
<b>Location</b>	Airedale Academy, Crewe Road, Airedale, Castleford, WF10 3JU
<b>Grade</b>	G6 SCP 12-17
<b>Salary</b>	£22,571-£24920 FTE (Actual £20,604-£23,036)
<b>Hours</b>	37 hours per week, Term Time + Insets + 10 days in August



We are seeking to appoint a highly motivated, enthusiastic, resilient and professional Exams Officer who will manage the Exam provision for our Academy.

The successful applicant will work closely with our Data Manager, and also work with our Senior Leadership Team. You will need to be experienced in coordinating and administering Examinations in order to provide an efficient and effective administrative service along with providing technical advice and support on all internal and external exams carried out throughout the academic year. The postholder will be responsible for compliance elements of qualification registration, award claims and exams.

Experience of working within a school environment and the usage of Bromcom is essential. You will have excellent communication skills and the ability to multitask. The role will necessitate accuracy, attention to detail, a methodical organised approach to work and excellent organisational and time management skills. Excellent ICT skills will also be advantageous as the role will involve the handling of data.

The person appointed will be expected to work on 10 designated days in August when examination results are published. We are looking for someone to work strategically with the Senior Leadership team and Data Manager to use school performance data to improve student outcomes.

We're situated in the former industrial heartland of Yorkshire, close to the junction of the M62 and A1 and its transport links. The Trust currently comprises four schools across the primary and secondary phases, with plans for future growth and the opportunities that brings.

Our wellbeing programme includes a range of benefits including:

- The opportunity to work collaboratively within a vibrant, supportive family of schools.
- Use of School IP to assist with CPD and the development of all staff.

- Our commitment to staff wellbeing (as shown by our Wellbeing Awards for Schools and school-based Staff Wellbeing Ambassadors).
- Annual appraisals.
- National College membership.
- The Key membership.
- Recognition including Random Acts of Kindness and Staff Awards.
- Discounted Microsoft products.
- Annual flu jabs.

Talk to our staff or pupils and you'll find out how proud we are of our school, its supportive atmosphere and strong team ethos.

If you would like to arrange a visit please contact the Trust HR Department by email [HR@northernambition.org.uk](mailto:HR@northernambition.org.uk) or by telephone on 01977 664555.

For further details, including the recruitment pack and Trust brochure, visit [www.northernambition.co.uk](http://www.northernambition.co.uk)

<b>Closing date for applications</b>	9am Monday 6 June 2022
<b>Date of interview</b>	Week Commencing 13 June 2022

*Northern Ambition Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The successful applicant will be required to complete an enhanced DBS check.*