



Exams Officer & Manager of Student Services

Required: September 2024

37 hours per week

Term time (38.4 weeks per year) + 2 weeks + 2 non-pupil days

Monday to Thursday 8.00am to 4.00pm

Friday 8.00am to 3.30pm

Scale 7

Actual Salary £27,053.62

We are looking to appoint an experienced exams officer & manager of student services. The Exams officer will ensure the management, organisation and administration of both internal and external examinations in accordance with the regulations set by the awarding bodies.

We reserve the right to close this vacancy early upon appointment of a successful applicant.

Application forms are available via [TES.com](https://www.tes.com) or [essexschoolsjobs.co.uk](https://www.essexschoolsjobs.co.uk)

St Martin's School is an academy that forms part of the Discovery Educational Trust.

The Local Schools Committee will ensure that all staff, job applicants, and students seeking admission to the school do not suffer direct or indirect discrimination on the grounds of sex, race, age, disability, sexual orientation, marital status, religion or belief, and are not disadvantaged by any other condition or requirement which cannot be shown to be justifiable.

Closing Date: Friday 21st June 2024

Interviews: TBC

St Martin's School is committed to safeguarding and promoting the welfare of young people and expects all staff to share this commitment. This post will be subject to an enhanced disclosure from the Disclosure and Barring Service.