

EXAMS OFFICER

TO START September 2022

SALARY: £32,131-£34,479 (£34,809-£37,353FTE)

Full time in term time plus 3 weeks in the school holidays

This is an exciting opportunity to become the exams officer in a friendly, dynamic school where staff are valued. The exams officer is a responsible and rewarding role and your primary function is to make the entries for, and oversee the organisation of the public exams (A-levels and GCSEs). In addition, the exams officer also organises and schedules the internal exams that we set for our students.

There is an opportunity and need for some level of flexibility in the role. The nature of the exams seasons is that there are times when the role is extremely busy, and times when it is quieter. The role is full time, during term time only, but the successful applicant must be prepared to work the latter part of the summer holidays when exam results are released, and there will be times especially during the exams when extra hours will be required. All extra time is either paid or taken as time in lieu.

Experience Working within an exam's office would be desirable but not essential, as we will train whoever is appointed. The exam boards also have excellent training programmes, which you will attend.

Tiffin School is a boys' selective state school with a mixed Sixth Form. It has a vibrant and friendly staff, with a diverse mix of teachers and support staff. The location is close to Kingston town centre, with excellent public transport links to Central London. We are close to Richmond and Bushy Parks, and the Surrey countryside. **Benefits include:** season ticket loan/Cycle to Work scheme/salary advance scheme for a rental deposit/free on-site parking /childcare vouchers/enhanced maternity benefits/two week Autumn half term break and Local Government Pension Scheme. For a good feel of the School, please look at the Head's Newsletters on the website.

For more information, please see our website for the Recruitment Brochure, the Person Specification, Job Description and application form. Only fully completed application forms received by the stated deadline for applications will be accepted as valid applications.

Start Date: September 2022

Closing Date: 4pm on 23rd May 2022 **E-mail Vacancies@tiffin.kingston.sch.uk**