



Every Student Thriving

Exam Officer

Permanent Position

To start as soon as possible or September 2024

Range 5 (Actual salary £27,535 p.a, FTE £32,192 p.a.)

37 hours per week with flexibility required during peak exam season. 39 weeks (term time and 3 INSET days; plus 5 days in the summer holiday in line with the national results download and release dates). Plus up to 2 INSET days on a timesheet basis.

The contractual hours reflect the total hours over the year, with the hours worked at different times of the year being based on the needs of the school which are greater during the public and internal exam periods.

If you are a highly efficient and experienced administrator with a passion for education we encourage you to apply and join our friendly team in supporting every student to thrive at John Colet School.

We are seeking a dedicated individual to take the lead on the organisation and smooth running of all public and internal examinations. The ideal candidate would be a highly organised multi-tasker with excellent communication skills and an excellent team player.

The role is supported by a dedicated exams assistant, a team of school invigilators and an experienced school data lead.

John Colet School (Ofsted rated – good) is a popular place to work and other reasons teachers work here include;

- Good work/life balance
- Being appreciated and recognised for a job well done
- Preferential places for children of staff, subject to qualifying period
- The support from colleagues and SLT
- Respect and politeness from students
- Range of resources and support available to help achieve personal and professional goals
- Lovely setting/environment (with plentiful, free staff parking)
- A be kind culture
- Equality and diversity in the workplace is practised
- Well being activities for staff including weekly yoga and pilates classes
- Access to onsite newly opened gym

Visits to the school are warmly welcome. To arrange a visit or to find out more about the role, please contact our school office on 01296 623348.

Please complete the John Colet School Support Staff application form, available on our website, and email it to office@johncolet.co.uk

Closing date: 9am Monday 1 July 2024.

Interview date: Thursday 11 July 2024.

The John Colet School takes the safeguarding and wellbeing of students seriously and this post is subject to an enhanced Disclosure & Barring Service check and Qualifications check.