

## **Exams & Data Officer**

**Required for September 2024**

**Permanent, part time (0.6 - 0.8 over 4 days. 0.8 over 5 days would be considered).**

**Term Time + 4 weeks**

Full time salary, depending on skills and experience, up to £32,900pa

Actual salary, depending on skills and experience, based on 0.8 up to £22,068pa

At Abbot's Hill School we promote collaborative and practical learning, nurturing the unique talents of each pupil and giving them the chance to develop their potential to the full within a happy and caring environment. We take pride in developing ambitious, bright and confident young people.

We are seeking to appoint an enthusiastic, confident and capable individual to the role of Exams & Data Officer. The successful candidate will be self-motivated, with experience in assessment and data management and someone who can work to a high level of accuracy. We need someone who will rigorously follow all the exam body procedures. You will recruit, manage and lead on the training for examination invigilators. Key tasks will be ensuring compliance with JCQ regulations, meeting Exam Board deadlines (ISEB 11+, GL and GCSE), ensuring safe storage and confidentiality of public examination materials, ensuring safe and secure distribution of examination scripts and NEA material to relevant bodies and handling remark requests and appeals on behalf of pupils.

A full job description is available from our HR Department on 01442 839155 or by emailing [recruitment@abbotshill.herts.sch.uk](mailto:recruitment@abbotshill.herts.sch.uk)

Completed application forms should be returned to our HR Department on [recruitment@abbotshill.herts.sch.uk](mailto:recruitment@abbotshill.herts.sch.uk)

**Interviews will be arranged as applications are received and we reserve the right to appoint at any stage of the process.**

Abbot's Hill is committed to inclusion and equality of opportunity for all staff. Applications are encouraged regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

**Abbot's Hill is committed to safeguarding and promoting the welfare of children. All posts are subject to the enhanced statutory checks. Charity No. 311053**