



THE BUCKINGHAM SCHOOL

A SPECIALIST SPORTS COLLEGE

London Road
Buckingham
MK18 1AT

Tel: 01280 812206

Fax: 01280 822525

Email: office@buckinghamschool.org

Website: www.buckinghamschool.org

Headteacher: Mr Andrew McGinnes

EXAMS OFFICER

REQUIRED ASAP

SALARY: Bucks Pay Range 4 (£23,742 - £25,703 FTE)
Actual Salary (£11,206 – £12,131)

Hours: 20 hours per week, distributed over 5 days
40 weeks per year which includes Inset Day & 2 set additional weeks
Extended hour to 37 per week during exam weeks

The Examinations Officer is an important and rewarding role at The Buckingham School. You will coordinate and deliver external examinations to candidates from a range of Examination Boards.

You will need to clearly communicate with teaching staff, keep them updated with information on deadlines, timetables and ensuring the correct entry codes are being used for qualifications.

You will be expected to produce the School's internal assessment and external examination timetable to meet the needs of the different subject areas, book invigilators as required and enter students for their examinations, ensuring they are fully aware of all arrangements.

The School uses SIMS Examination Module, where the majority of the above processes take place; training and support can be provided.

You will be responsible for arranging and returning completed examination papers, using the required methods and systems in place.

Staff within the School, our invigilators, Bucks County Council SIMS Support Team and the local group of examination officers are all on hand to offer full support when needed.

In return we will offer you:

- A professional and supportive Team
- A personalised approach to Professional Development
- A role in a school that has a clear vision
- Students with positive attitude and a willingness to succeed
- A supportive and inclusive staff environment

Please download the full Job Description from the School's website and send a letter of application along with the completed application form, giving full contact details of two recent, relevant professional referees (one of which is your current Headteacher) to: Mr Andy McGinnes, Headteacher, The Buckingham School, London Road, Buckingham, MK18 1AT or email to aallen@buckinghamschool.org

Closing Date: 9am Thursday 5th December 2019
Interview Date: TBC – During W/C 9th December 2019

The school is committed to safeguarding and promoting the welfare of students and expects all staff to share this commitment. We are also committed in promoting community cohesion, healthy school and young enterprise.

Success for All through Achievement, Challenge & Enjoyment

