

WORK WITH US

Exams & Data Officer

Full-time / Permanent

37 hours per week / Term Time only plus 2 weeks (48 weeks)

Band 8, SCP 19-23 (£28,598 to £30,715)

To commence January 2025 or as soon as possible

We are seeking a talented and highly motivated individual to administer the administration and organisation of our internal and external examination timetables. If you have a passion for administration, data and scheduling, we would love to receive your application to join our enthusiastic team at Hurworth School.

You will lead on the efficient administration, organisation and implementation of the external and internal examination timetables and will ensure all examinations are conducted according to current JCQ and awarding body regulations.

Working closely with teaching colleagues, school administration and students, you will act as liaison between the school and exam boards and coordinate a team of invigilators.

In return we can offer high quality in-house coaching and mentoring; access to a wide range of professional development opportunities; access to Trust networks and professional development; access to Darlington networks; a highly supportive and collaborative staff; amazing children. For further information or to discuss the post please contact Mrs R Somerville (Head of School) on 01325 720424 or by e-mail to rsomerville@hurworth.nalp.org.uk

Information for applicants, including the job description and person specification for this role and an application form, can be downloaded from the vacancies page <https://www.inicioacademies.org.uk/vacancies/> Completed application forms should be returned to the Schools HR Team, Longfield Academy, Longfield Road, Darlington, DL3 0HT or by email to schoolshr@nalp.org.uk by the closing date.

Closing date: 12 noon – Friday 6th December 2024

Interviews: w/c 9th December 2024

Northern Arch Learning Partnership and its partner schools are passionate about safeguarding the welfare of pupils and maximising their life chances. We expect all staff and volunteers to share this commitment. This post is subject to a satisfactory enhanced Disclosure and Barring Service criminal records check for work with children.

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 schoolshr@nalp.org.uk  www.hurworth.nalp.org.uk