



Saint John Wall Catholic School – A Catholic School For All

*'To educate each and every unique child in our care
to hear and respond to what God calls them to be'*

Examinations Officer

Saint John Wall Catholic School is a highly successful oversubscribed 11-16 school with a mixed and diverse population, serving the community of North West Birmingham. Over 50% of our pupils qualify for additional Pupil Premium funding, and there are over 50 different languages spoken by members of our school community!

The Role

To ensure the smooth and efficient running of exams in accordance with regulations governing those exams. You will also be asked to invigilate for in-year assessments, carried out under exam conditions.

Responsibilities

- To support the Catholic ethos of the school, and to safeguard the well-being of all pupils in school.
- To implement the agreed vision and aims of the school, particularly with external exams and internal assessments.
- To set an example of personal integrity and professionalism, and ensure that all JCQ and examination board requirements are upheld both by yourself and the staff at the centre.
- To follow all agreed school policies and procedures, and ensure the centre has all relevant, appropriate and up to date external examination policies.
- To be responsible for examination entries for external exams to the examination boards for public exams, including but not limited to GCSE, BTECs, CNATs.

The Individual

You are someone who has a compassionate nature, but also attention to detail, and the ability to follow procedures and policies. You will need to take pride in your work, and endeavour to give our pupils the best support and chance to achieve the best outcomes they which will have a great impact on their future lives.



Salary

Support Staff Grade 4

(£28,702 - £35,186 TTO)

Required from 1 September 2024

Closing date is 9.00am 1 May 2024

Informal visits

Informal visits to school prior to application can be arranged by contacting Mrs Page on 0121 554 1825 or by email to enquiry@sjw.bham.sch.uk

Application form and Job Description can be found at www.sjw.bham.sch.uk>AboutUs/Vacancies

As a Catholic School we will expect that you actively support the Catholic ethos, and help us to follow the highest standards of safeguarding for our pupils. The successful candidate will be subject to enhanced DBS and any other relevant employment checks, including an online search.