



**HAYDON
SCHOOL**

**BECOME PART OF
A GREAT TEAM**

EXAM OFFICER

SCALE SO1, POINT 23-25 (£31,122 - £32,112) 37 hours per week, Full Time

Haydon is a large, friendly and creative school in North West London. We have been judged as outstanding by OFSTED.

RESPONSIBILITIES:

- Responsible for all Exams (internal, external, mock, all subjects, etc) and exam related activities
- Responsible for Exam Entries / Post Results / Exam Timetabling
- Responsible for Co-ordination of Exams / Results Days
- Line Management of the Invigilation Team
- Responsible for exams MIS system and all secure electronic communications with awarding bodies
- See Job Description for further information

THE ROLE:

- Main contact person for all exam boards
- Ensure all exam entries are processed on time and in line with all appropriate rules / regulations...
- Ensure all administration for exams are carried out as required
- Ensuring that guidelines and procedures laid down by all awarding bodies are followed at all times
- Ensure dissemination of information about internal and external exams to all stakeholders as required
- Ensure co-ordination of exam results days and post results administration as required
- Ensure secure systems of storage and retrieval for examination board materials and question papers and be a key holder to all secure exam papers and stationery
- Ensure that administration of exams is streamlined and continuously updated
- **SEE JOB DESCRIPTION FOR FURTHER INFORMATION**

REQUIREMENTS:

- Have excellent communication and interpersonal skills
- Excellent written and oral communication skills with internal and external people at all levels
- High levels of ICT skills
- Managing the examination process within an educational establishment
- Confident with using Sims .Net & Exams Organiser
- See Person Specification for further information

ABOUT YOU:

At Haydon School we really value people who work well in a team, are solution focused self-starters, enthusiastic and flexible.

TO FIND OUT WHY WE ARE SO PROUD OF HAYDON SCHOOL AND LEARN MORE ABOUT THIS ROLE:

Visit our website now www.haydonschool.com or check us out on twitter @HaydonSchool

HOW TO APPLY:

An application form can be found on our website under 'Join Us' and 'Vacancies'. Applications and covering letter should be sent to: mfisher40.312@gfmail.org

Please note CVs will not be accepted

We reserve the right to interview on application

MORE INFORMATION:

If you would like to discuss the post or require further information, please contact Beyhan Ercan:

bercanrazvi.312@gfmail.org

Haydon School
Wiltshire Lane
Eastcote, Pinner
Middlesex
HA5 2LX

Haydon School is committed to safeguarding and promoting the welfare of children and young people. All staff and volunteers must share this commitment.

ACHIEVING

INDIVIDUAL EXCELLENCE

IN A CARING COMMUNITY