



## Exam & Assessment Administrator

**Hours: 37 hours per week, 8.30am – 4.30pm Monday – Thursday, 8.30am – 4.00pm Friday (includes a 30 minute unpaid lunch break)**

**Term Time only, plus INSET days (5 days) and 2 weeks in the summer holidays\***

**\*As part of 2 weeks contract, the Exam & Assessment Administrator is required to attend the examination results days during the summer holiday break.**

**Salary: Permanent, Grade 6 £25,119 (pro rata approx. £22,703 per annum)**

**Start date: as soon as possible**

**Closing Date: 12 noon, Monday 25<sup>th</sup> March 2024**

**Interview Date: Wednesday 27<sup>th</sup> March 2024**

**'Staff are enthusiastic about working at the school. They are also very positive about leaders' attention to their well-being. Leaders are considerate of staff workload.' – Ofsted report 2022**

### We can offer you:

- A supportive and strong team, which recognises the importance of staff wellbeing.
- A school that has a special support centre for students with physical and sensory needs.
- A school with good transport links.

### We are looking for an individual who:

- Can undertake the administration of all internal and external examinations in accordance with the Joint Council for Qualification (JCQ) regulations
- Liaise with the Examination & Timetable Manager updates to the JCQ Policies
- Monitor the Examination Budget Expenditure reporting to the Examination & Timetable Manager
- Is able to operate and maintain the Bromcom Exam Module
- Has the ability to update the links to courses in Bromcom
- Assist the Exam & Timetable Manager with Y9 & Y12 Options process
- Coordinate the invigilator team
- Will support the role of the Data & Assessment Manager
- Is enthusiastic, proactive and resourceful

### What we expect from you is:

- Good communication skills
- Excellent use ICT to support organisation and communication
- Flexibility and ability to respond to changes in plans rapidly
- A team player who enjoys a challenge but can also work independently

**Training will be given to the successful candidate.**

**Please see our website for an application form and further details.**

THE ANGMERING SCHOOL, STATION ROAD, ANGMERING, WEST SUSSEX, BN16 4HH

Tel. 01903 772351 Fax 01903 850752

e-mail [recruitment@theangmeringschool.co.uk](mailto:recruitment@theangmeringschool.co.uk) website [www.angmeringschool.co.uk](http://www.angmeringschool.co.uk)

The Angmering School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The post is subject to a Disclosure & Barring Service.



Station Road  
Angmering  
West Sussex  
BN16 4HH

Headteacher  
Simon Liley  
B.Eng



Artsmark  
Gold Award  
Awarded by Arts  
Council England



**Ambition  
Courage  
Respect**