

Exams and Administration Officer

School Term Time Only + 2 Weeks

£37,575 - £38,769 AYR / **£34,129 - £35,213** TTO +2 (Actual Salary)

Normal Working Hours : 8am to 4pm

(Additional hours worked will be required during the exam season, overtime hours can be taken back as TOIL)

We are seeking a highly organised and detail-orientated individual to join our supportive and welcoming school. Lady Margaret School is a successful girls secondary school based in Parsons Green, we have just won The Sunday Times London Comprehensive School of the Year Award. We offer GCSE and A Level exams and have a small cohort of 120 Year 11 and approximately 75 Year 13 students.

The successful candidate will play a crucial role in ensuring the smooth and efficient running of external and internal examinations, maintaining the integrity of the assessment process and providing excellent support to students and staff. Strong organisational skills and the ability to work under pressure to meet tight deadlines is essential.

Previous experience in a similar role is essential, although we are willing to give training to the right candidate who can show they possess the skills to be successful in the role of Exams Officer.

Please see the job description for more details.

Closing Date: Thursday 11th January 2024

Interview Date: Week commencing 22nd January 2024

Start Date: as soon as possible