



## EXAMS OFFICER

Working hours 36 per week- 41 weeks a year

(This is term time only, plus two weeks.)

Salary £23,249 FTE (£26,274)

We require an Exams' Officer to provide a comprehensive examination service to students and staff in this high performing school.

Langley Park School for Boys is a large, oversubscribed, 11-18 school with a large coeducational sixth form. We consistently achieve high academic success with this summer both English and Maths gaining over 80% Grades 4-9, and a strong performance in our heavily over-subscribed Key Stage 5 as well.

### **The role will include:**

- The administration and organisation of all aspects of external and internal examinations in accordance with the regulations laid down by the awarding bodies
- Supervision of team of invigilation staff

### **We will be pleased to receive applications from those who can demonstrate that they:**

- Have superb organisational skills with an acute eye for detail
- Have excellent communication skills, both written and verbal
- Have experience of managing a team of people
- Have outstanding ICT skills
- Be self-motivated, dedicated, consistent and have a confident, dynamic personality
- Work effectively under pressure
- Have very strong interpersonal skills
- Be able to work with a wide range of staff and students
- Be a really strong team player
- Experience of work within education

For an application pack, please visit our web site:

[www.lpsb.org.uk/about-us/recruitment/](http://www.lpsb.org.uk/about-us/recruitment/)

**Closing date: Friday 8 November**  
**Interview: Week Commencing 18 November**

Langley Park School for Boys is committed to the safeguarding of children. All appointments are subject to satisfactory references, Disclosure & Barring Service (DBS) Enhanced Disclosure Certificate and other checks. Langley Park School for Boys is committed to equal opportunities.