

Examinations Officer

Closing Date : Friday 20 June 2025 at 12 noon

Interview Date : w/c 23 June 2025

Hours	24 hours per week with flexible working across the year Some full weeks will be required during exam periods 41 weeks per year
Contract	Permanent
Salary	Grade 5 – Scale Points 15 – 20 : £29,093 - £31,586 pro rata Actual Salary £17,065 - £18,527 with no previous service
Start Date	Required from 1 September 2025

All Saints is a highly successful, oversubscribed, 11-18 Catholic Voluntary Academy within the St Clare CMAT. At the last OFSTED inspection in October 2023 the school remained Good. As a wholly inclusive school community we share a clear and ambitious vision for high quality education for all. Staff at all career stages are supported to access innovative and research led CPD and there is a culture of continuous development.

The school wishes to appoint a talented individual to assist with the arrangements for internal and external examinations. The successful candidate should be able to operate systems effectively to collect and process data required for the successful delivering of exams.

All Saints is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced DBS checks.

We are committed to fairness and social justice and welcome applications from everyone. We value our diverse workforce and aim to work

together to make the most of our differences. Under the Disability Confident Scheme, disabled applicants, who meet the essential criteria of this job, are guaranteed an interview.

A Catholic Education Service application form, supplementary forms and further details are available on the school website:

www.allsaints.sheffield.sch.uk/vacancies.

Applications on any other form and CVs will not be considered.

Please return your application form, consent to obtain references form and recruitment monitoring form (optional) to Jo Thorpe, PA to the Headteacher, by email to :

j.thorpe@allsaints.sheffield.sch.uk or by post to the school address.