



## **Exams Officer**

**Location:** Filey School

**Contract:** Permanent

**Hours/ Working Pattern:** 37 hrs per week TTO +2 weeks

(To be worked during August in line with the exam results and other dates needed for the exam timetable)

**Salary/ Hourly Rate:** Grade G (SCP 13 – 18) £23,023 - £25,419 per annum, pro rata (£20,620 - £22,766 per annum actual).

**Closing Date:** Friday 12<sup>th</sup> August 2022, 9am

**Start Date:** September 2022

## **Filey School**

Filey School is an 11-16 mixed community school serving the coastal town of Filey and its surrounding villages. We have a proud heritage in our local community and are embarking on a period of transformation and improvement.

We aim for every member of our school community to develop a love of learning and enable them to reach the highest outcomes that they can. We are committed to ensuring our students are happy, safe and have clear direction and support.

We joined Coast and Vale Learning Trust in June 2022 and benefit from the collaborative and supportive environment of the Trust while returning to our identity as Filey School.

## **Our Opportunity**

We are looking for an exams officer to manage the exam invigilators to provide a well-managed environment for pupils to undertake their exams. Exams season can be a daunting time for staff and pupils but you will ensure that everything goes as smoothly as possible, allowing for pupils to focus on their exams.

You will be responsible for the efficient and effective running of all internal and external examinations within for the school, including liaising with staff, pupils, invigilators and examination boards.

You will ensure that the school complies with the examination board rules, ensuring exams are invigilated in a way that meets the exam board regulations and provide advice and guidance on the examination boards rules and regulations to staff and pupils.

This post is subject to a satisfactory enhanced Disclosure and Barring Service criminal records check for work with children.



## **Coast and Vale Learning Trust**

Coast and Vale Learning Trust is a growing family of schools located on the beautiful Yorkshire Coast. The Trust was founded by Scalby Secondary School but has grown over the last few years to include Newby and Scalby Primary School, Friarage Primary School and Scarborough University Technical College (SUTC) in Scarborough, Lady Lumley's Secondary School in Pickering, and Filey Secondary School in Filey. Our ambition is to continue to welcome new schools into our Trust where we can add capacity, resources, improvement and make sure all our young people have access to the very best education.

The aim of the trust is to serve all the education community along the North Yorkshire Coast and down the Vale of Pickering. We are committed to supporting all schools in becoming great schools, whether they are part of Coast and Vale Learning Trust or not. The learners of our community deserve the best education, regardless of their background or location.

Choosing where to work and who to work for is one of the vitally important decisions in life. In choosing to work for Coast and Vale Learning Trust, you would be joining a team of colleagues dedicated to transforming the lives of 3000 children and young people. We have a simple vision in wanting our schools to be places 'where children and staff thrive'. Coast and Vale Learning Trust will work tirelessly to make this a reality.

## **Working For Us**

As well as being committed to your ongoing development and training, we also offer a range of employee benefits. Including; a competitive salary, access to a government pension scheme, an employee assistance programme, as well as a variety of retail discounts.

## **Queries / School Visits**

If you would like to discuss the vacancy or visit the school please contact Helen Poole via email [helen.poole@northyorks.gov.uk](mailto:helen.poole@northyorks.gov.uk) or call 07890 055 186.



## Application Process

Please complete the Trust's application form which can be downloaded from NYCC jobs and email your completed form to **Helen Poole**.

[Helen.Poole@northyorks.gov.uk](mailto:Helen.Poole@northyorks.gov.uk) Tel: 07890 055 186

Please contact us if you need an application form in a different format.

We do not accept CVs.

**Closing date for receipt of applications: Friday 12<sup>th</sup> August 2022, 9am.**

Interviews will be held shortly after the closing date.

*We reserve the right to close this vacancy should we receive an overwhelming response.*

*We are committed to **safeguarding** and protecting the children and young people we work with and expect all our staff and volunteers to share this commitment. As such, all posts are subject to safer recruitment process, including an enhanced DBS check. We have a range of policies in place, which promote safeguarding and safer working practice across our Schools.*

*We are an **equal opportunities** employer and welcome applications from all sections of the community regardless of age, gender, race, ethnicity, disability, sexual orientation, social background, religion or belief. We want to recruit the right people for the Trust, from the widest possible backgrounds, to make the most of each individual's different knowledge and experience.*

*Your **privacy** is important to us. By submitting your personal data or information to us, you agree this will be handled in accordance with the Trust's "**Privacy Notice Recruitment**" which can be found on our [website](#).*