EXAMINATIONS OFFICER

37 Hours Per Week, 41 Weeks Per Year (term time, INSET plus two weeks in August)
Bucks Pay ISN 21-30 (£22,102 - £26,449 Actual Salary, dependent on experience)

Due to retirement, an exciting opportunity has arisen for a personable and organised candidate to be the Examinations Officer at Aylesbury Grammar School.

The role is to lead and manage all aspects of internal and external examinations, with the successful candidate able to work under pressure and show initiative.

Working in the Data and Information Team, the salary will be commensurate with the experience and expertise of the successful candidate. The start date can be negotiated at the time of appointment.

Nurturing Character since 1598

To obtain further details please see the Recruitment Pack on the School's website, and if you have further questions please email the Headmaster's PA Donna Miles: **dmiles@ags.bucks.sch.uk**

Closing date for applications:
Noon on Monday 31 January 2022.
Interviews to be held in February.

The School reserves the right to appoint a candidate to this post at any stage in the selection process. AGS is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Successful candidates will be required to apply for an Enhanced Disclosure check by the Disclosure and Barring Service. Aylesbury Grammar School is an equal opportunities employer.

All appointments will be made on merit in a fair and transparent process. As an equal opportunities employer, we encourage applications from all suitably qualified people. However, as Black, Asian and Minority Ethnic individuals are currently under-represented within the School, which does not reflect our diverse student body, we welcome all applications.

AYLESBURY
GRAMMAR SCHOOL
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