



Penryn
College

"Achieving through Challenge"

August 2023

Dear Applicant

Thank you for considering the position of Exams Officer at Penryn College. We are looking to appoint a full-time, highly motivated professional who will enjoy working in a school environment to help students get the most from their time at school and to prepare them for what lies ahead.

The role includes; organising and managing all aspects of external and internal examinations in accordance with the regulations laid down by the awarding bodies and Joint Council for Qualifications (JCQ), taking the lead role in the administration of exam data/entry collection and analysis and to manage, train and organise staff to ensure Access Arrangement students have their needs met during exams.

The ideal candidate will have experience of working with children in an exam administration role as well as experience of working in an administrative environment using ICT databases and data analysis so excellent knowledge and skill of Excel is essential. You will need to be a strong leader who is motivated, well organised and able to demonstrate an excellent attention to detail. Most important is a passion for student's education to ensure they get the best support with exams throughout their time at secondary school. Previous experience working in a school or education environment is desirable but not essential.

The hours are 37 hours per week, term-time only plus inset days and an additional 12 days to be worked during the year. Normal working hours being Monday to Friday 8am – 4pm with half an hour for lunch each day. There is a need to be able to work the hours flexibly to suit the needs of the school during the exam seasons and to work the day before and the day of GCSE exam results in August.

As this is a term-time only position you would not be entitled to take leave during school term. School holidays are classed as leave and payment for leave has been included in the calculation of the salary. The salary is proportionately reduced and paid for 46.987 weeks per year. This role is currently on a Grade G £21,789 - £27,117 with an actual starting salary of £19,635 per annum. Candidate should be aware that this role is currently being regraded and the salary could become higher with a possible starting salary of £22,501.

The school offers 23 days holiday (plus bank holidays), rising by one day a year up to a maximum of 28 days holiday after five years, bike to work scheme, a Local Government Pension Scheme and access to the on-site gym and sports facilities outside of school times.

Penryn College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be subject to an enhanced DBS check. In accordance with our policies we are unable to accept CV's and will only process applications with a fully completed application form.

Please return completed application forms along with your covering letter to: vacancies@penryn-college.cornwall.sch.uk or post to: HR Office, Penryn College, Kernick Road, Penryn, TR10 8PZ. The closing date is Thursday 28th September at 9am. Interviews will take place during w/c 2nd October.

We do reserve the right close this advertisement early if we receive a high volume of suitable applications so please submit your completed application form as soon as possible.

Yours faithfully



Headteacher: Tamsin Schouten
HR Office Penryn College, Kernick, Penryn, Cornwall TR10 8PZ

T: 01326 372379 F:01326 373194 e:secretary@penryn-college.cornwall.sch.uk www.penryn-college.cornwall.sch.uk

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