



Achievement for all

Sherburn High School

Headteacher: Ms Miriam Oakley

Garden Lane, Sherburn In Elmet, Leeds, LS25 6AS

Tel: 01977 682442

Web: www.sherburnhigh.co.uk

Email: admin@shs.starmat.uk



Exams Officer

Grade H Scale Point 18-23 (23,905 - £26,396)

Vacancy Hours: 37 Hours per week (Job share considered)

**Contract Type: Permanent Term Time plus 5 days during August to cover
GCSE and Advanced examinations results' weeks**

Start Date: January 2023

We are looking to recruit a competent and well organised individual to administer the smooth running of internal, mock and external examinations. The job is demanding but rewarding and involves dealing with confidential student data.

Prior experience in line management is desired. Good communication and IT skills are essential and also a flexible approach to working patterns during the school year is required for this post.

Key responsibilities of this role include:

- Production of internal and external examination timetables
- The filing, checking and secure storage of examination papers delivered to school
- The line management of the invigilators
- Collection of entry data and the making of all examination entries to the appropriate boards

Information packs can be downloaded from our website at www.sherburnhigh.co.uk. If you are interested in applying for this post please complete the online application form in the link below.

[Support Staff Application](#)

Potential applicants are encouraged to contact/visit the school if further information is required. Please contact John Ralphs on 01977 682442 or by email on john.ralphs@shs.starmat.uk to arrange a time.

Closing Date: **Monday 12th December 2022**

Interviews will be held: **Wednesday 14th December 2022**

Enhanced DBS clearances and references will be obtained prior to appointment.

Sherburn High School is a friendly, top performing and innovative school set in an attractive position in the North Yorkshire rural village of Sherburn in Elmet, which is only 10 minutes from the A1(M) hence making it easily and quickly accessible from Leeds, York, Doncaster, Bradford, Pontefract and the surrounding areas.

Sherburn High School is committed to safeguarding and promoting the welfare of children. We welcome applications from all sections of the community; we appoint on merit.

Sherburn High school is part of The STAR Multi Academy Trust

Age range 11-18 mixed comprehensive with Sixth Form Current NOR 908

The STAR MAT is committed to equality, and to making fair and equitable treatment an integral part of everything we do. The Trust is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. The post is subject to a successful DBS check and pre-employment checks will be undertaken before an appointment is confirmed. If you require assistance in applying for this position please contact us on 01977 687969.

