



Cleeve
Park
School

EXAMINATIONS OFFICER

Full time for 40 weeks per year
- 39 weeks school term time + 1 week in the school holidays -
Bexley scale 8.1 – 9.4 £25809 - £30711 pro rata

Applications are invited for the post of Examinations Officer, to start from as soon as possible.

The successful candidate will be responsible for all aspects of the school's internal and external examinations. The post holder will require excellent organisational skills, initiative and attention to detail, along with strong analytical and problem solving ability.

This is a high profile role which deals with a range of stakeholders including students, heads of department, the senior leadership team and external exam boards, applicants therefore require the personality, confidence and interpersonal skills to feel at ease in a variety of situations.

The successful candidate will join a truly collaborative and supportive team. In addition, as part of the Kemnal Academies Trust, Cleeve Park offers first class professional development and opportunities to share best practice across the federation.

We are a popular 11-18 school, providing an excellent education for all our students, with a commitment to learning, pride in our community and sharing success in all we do. We are situated in attractive grounds in the south of Bexley and located within easy reach of the M25 with good access to both central London and rural Kent.

We are committed to safeguarding the welfare of students and expect all staff to share this commitment. An enhanced DBS check will be required for the successful applicants.

We reserve the right to close the application process early if suitable candidates apply.

Download details & an application form from the school website: www.cleevepark-tkat.org
OR Email the Head's PA - doylej@cleevepark-tkat.org

Closing date for applications: 23rd March 2020

www.cleevepark-tkat.org

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Executive Headteacher: Mrs J Tyler-Maher BA (HON) NPQH
Head of School: Mrs C Bonner BA (HON)
Company Registration Number: 6455757

