



**Shireland Collegiate Academy/Shireland Technology Primary**

**Waterloo Road, Smethwick, B66 4ND**

**EXAMS OFFICER**

**Salary: Band E £5,863 - £7,001 for 10 hours per week.  
Additional hours paid at £12.06 to £14.92 per hour**

**Hours: Minimum 10 hours per week + additional hours during examination periods + 4 days during results periods**

To lead on administration arrangements for external and internal examinations. Ensure the examination process is managed in an efficient manner ensuring all relevant regulations and guidance is followed.

This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent English is an essential requirement for this role.

The Shireland Collegiate Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

More information about the Academy and Application Forms are available from our website: [www.collegiateacademy.org.uk](http://www.collegiateacademy.org.uk)

Closing date: 8.00am Wednesday 17 July 2019