



**Shireland Collegiate Academy/Shireland Technology Primary**

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

**EXAMS OFFICER**

**Salary: Band E £22,162 - £26,238 per annum  
37 hours per week, Term time + 2 weeks (4 days in August to coincide with  
examination results)**

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.

Applicants must have excellent ICT skills and attention to detail and able to work to strict deadlines. A flexible approach to the working day is essential to meet the demands of the role during busy examination periods.

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 Friday 7<sup>th</sup> February 2020