



Churchill Community College
Churchill Street
Wallsend
Tyne & Wear
NE28 7TN
Tel: 0191 2347200
Fax: 0191 2347201
Email: info@churchillcc.org
Headteacher: Paul Johnson
Deputy Headteacher: Jill Huxtable

October 2020

Dear Applicant,

Thank you for your interest in the post of Exams Officer at Churchill Community College, this is a grade 7 post. Our current exam officer will retire in December 2020 after many years of incredibly loyal service to the school. This is an incredibly exciting opportunity for the right candidate.

There are three key aspects to this role:

- You will manage and take responsibility for the accuracy, compliance and conduct of all internal and external examinations and manage a team of invigilators, ensuring the school meets JCQ rules and regulations.
- You will be the lead administrator of school trips and visits, supporting all staff to ensure that all Health & Safety and legal aspects are covered.
- You will take calls from staff regarding their absence and organise daily cover for absent staff as well as planned absences, meetings, school trips and training.

The responsibilities within this role are crucial to the smooth running of the school on a day-to-day basis so appointing the right person to this role is incredibly important to us. The successful candidate will be highly organised and self-motivated and be able to demonstrate significant experience of administration and be competent in their use of SIMS and Microsoft Office applications. Knowledge of the examination process and requirements for schools would be desirable. Experience of managing people would be advantageous but not essential.

Churchill Community College is a vibrant, exciting and rewarding place to work, and the role would be perfect for someone looking to undertake a varied role in a school setting that is integral to the smooth running of many aspects of our work. If, from what you have read, you feel that you would like to join us, please submit a completed application form and a letter of application (not exceeding two sides of A4) outlining how your skills and experiences make you the best candidate for the post. A CV is not required. The closing date is **9.00am on the 2nd November**.

Please email your application to Heather Bell, Headteacher's PA: heather.bell@churchillcc.org





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We expect interviews to take place on 6th November. If you have not heard from us by the relevant date, you should assume you have not been shortlisted and your application was unsuccessful. I very much look forward to receiving and reading your application.

Yours sincerely,

Paul Johnson
 Headteacher

