

ASSESSMENT AND EXAMINATIONS OFFICER

Term time only, plus 2 weeks

Salary: Starting salary APTC Scale S02 Scale point 32
£27,350 after pro rata per annum

Required for September 2010

Based in the heart of Islington, the City of London Academy is looking to appoint a high calibre, experienced Assessment and Examinations Officer to work closely with the Business and Projects Director at the Academy. This is a demanding and challenging role that will offer a variety of work along with clear professional development.

To succeed in this role, you should have extensive experience in using school based exams and assessment packages, in addition, to having detailed knowledge of other SIMs modules such as timetabling and profiles. You will have responsibility for overseeing and administering the whole examinations process for the Academy, including the examinations timetable, ensuring special requirements are met, liaising with external examination bodies, key staff, parents and students, and managing a team of exam invigilators. To succeed in this role you should be able to work in a busy environment, be flexible and work using your own initiative. It is essential that you can demonstrate that you are able to work both within a team and with Senior Management.

There will be requirement to work extended hours needed during exam periods to meet the Academy needs.

In return, we offer excellent professional development, season ticket loan, and final salary pension scheme.

All appointments are subject to CRB checks and excellent references. Application forms and further particulars including job description can be obtained from the Academy website <http://www.colai.org.uk/vacancies>; If you have difficulty in downloading the information please contact the HR Department on 0207 354 7544.

Deadline for applications is: **2.00pm on Friday 17th September 2010.**

An equal opportunities employer



CITY UNIVERSITY
LONDON

