



The
Chalfonts
Community
College

*"Success is
an Attitude"*

Principal: Russell Denial

"The Chalfonts Community College is a Good and Improving School." Ofsted June 2017

Join an outstanding hard-working team totally committed to an innovative, caring and aspirational learning community for all!

EXAMINATIONS OFFICER

Required from December 2018

Pay Range: £18,000 - £22,800 per annum (depending on experience)

Daily hours: September - November (outside of exam periods) 9:00am - 3:30pm or other flexible / part-time arrangements (negotiable). December - July (exam period) full-time working (37 hours per week) essential. This is a term time only position with 5 additional dates in school holidays to process examination results and distribution.

We are seeking to appoint an organised and proactive Examinations Officer to manage and run all stages and processes of the annual examination cycle for both internal and external examinations. The post will also involve managing a team of invigilators.

For the right candidate, without exams experience but with proven high level administration and organisational skills, a trainee position would be considered.

All enquires please contact - Mrs Emma Beck, The Chalfonts Community College,
Narcot Lane, Chalfont St Peter, Bucks SL9 8TP

Tel: 01753 882032 e-mail: emmabeck@chalfonts.org

The College is committed to safeguarding and promoting the welfare of Children and expects all staff to share this commitment. A criminal record check via the DBS will be undertaken for the successful applicant.



Closing date: Friday 5th October 2018
Interviews: Week beginning 8th October 2018

Please visit our website at www.chalfonts.org
Join us on Twitter @CCChalfonts