



CHES AP Academy

Examinations Officer - Devon and Cornwall

Salary: Grade H (£22,013-£24,791)

Hours/paid weeks: 25 flexi hours-term time only plus additional 6 days

Permanent contract for the right candidate

We are looking to appoint an experienced Examinations Officer to organise and manage all internal and external examination for single registered students, ensuring strict compliance with prevailing regulations for medical provision.

- The post holder will have good knowledge of examinations systems and exam board regulations and proven experience as an Examinations Officer.
- Have strong communication, computer literacy and numeracy skills.
- Be highly efficient and organised and able to adapt to a new environment quickly.
- Support the data Raising Standards Lead to collate, manage, interpret and present student performance data.

CHES - Community and Hospital Education Service provides education in a supportive and caring environment to a vulnerable cohort of students in Devon and Cornwall.

Wave Multi Academy Trust is committed to the safeguarding and wellbeing of children, young people and staff and any successful candidates will be expected to undergo a successful enhanced DBS check and other pre-employment checks.

For an informal discussion, please contact Helen Casson, Principal, CHES APA 01209 715079

For an application pack: please use link on our website <https://wavemat.org/> under staff and governors or email etester@wavemat.org

The closing date for applications: 25th March 2019

Interview: TBC

Start date: TBC