

**Start Date:** Immediate Start      **Pay:** Scale Point 18 £29,269 FTE, pro rata £11,707 actual pay

**Permanent, part time 0.4 on an annualised basis. Working days will essentially be 1 day per week but Monday to Friday during examination periods.**

We are looking to appoint an examinations officer in our well-regarded day and residential special school, which caters for boys aged 9 to 19, who are primarily diagnosed with Autism, PDA, ADHD, and other specific learning difficulties. All our students access the National Curriculum, studying GCSEs and often progressing to A Levels, university, or apprenticeships.

Breckenbrough School is a small, non-maintained special school, which currently has up to 70 students on roll. It is set in the heart of the North Yorkshire countryside, between the Dales and the Moors. The school has a Quaker ethos, and we pride ourselves in delivering our values of equality, respect, tolerance, and forgiveness, as we strive to attain the best outcomes possible for our students.

We have a superb opportunity for an Examinations Officer to join our small, friendly team. You will be responsible for managing the effective and efficient administration of external examinations in accordance with the Joint Council for Qualifications (JCQ) regulations and/or awarding body rules for exam administration in a consistent and secure manner.

The specific working pattern will need to be flexible to accommodate the requirements of the exam season and results timetable to ensure that all of the responsibilities are delivered.

**You will have:**

- Experience of managing and maintaining the integrity and confidentiality of the examinations system in an educational setting
- Experience of working with databases, software and management information systems
- Excellent IT skills and software knowledge including Microsoft office, database programmes, managing data input and querying reports
- Ability to analyse and interpret data effectively to prepare detailed reports based on statistical analysis and findings

**In return, we will offer you:**

- An incredibly happy working environment with a staff team who are extremely supportive
- A leadership team who are hands-on and accessible every single day
- Continuous CPD and leadership opportunities in an expanding school, including middle leadership
- An exceptional ethos of care for students, staff, and families
- Pay parity offered for similar position and responsibilities
- An offer to join a Pension Scheme with employers' contribution
- Complimentary refreshments throughout the day with lunch 5 days per week
- Cycle to work and Tech schemes
- 38-week term dates

**Deadline for applications: Noon Monday April 8<sup>th</sup> 2024. Interviews scheduled for Friday April 12<sup>th</sup> 2024.**

*Breckenbrough School is committed to safeguarding and promoting the welfare of children and young people and vulnerable adults and expects all staff and volunteers to share this commitment. All appointments are subject to satisfactory references, occupational health assessments, vetting and enhanced DBS check. The school has an induction programme and a genuine ongoing commitment of staff professional development. A 12-month probationary period will apply.*

For further information please visit our website [www.breckenbrough.org.uk](http://www.breckenbrough.org.uk)