



WOLSINGHAM SCHOOL

COUNTY DURHAM



ADVANCE
LEARNING
PARTNERSHIP

Examinations and Attendance Officer

Wolsingham School

The Grammar School Building, West End, Wolsingham,
Bishop Auckland, Co Durham, DL13 3DJ.

Tel: 01388 527302.

Email: info@wolsinghamschool.net

Website: <https://www.wolsinghamschool.net/>
11-16 School.

Headteacher: Mr N Mitchinson.

Salary: Grade 6 SCP 11-17 (£21,748 to £24,491) Pro Rata.

Contract Type: Permanent, Term Time + 10 days*.

**10 days to be agreed in advance with the line manager, as appropriate to the assessment/
examination calendar.*

Required: October 2021

Wolsingham School is a 11-16 school with 729 pupils situated in a small market town set in the Weardale valley. This is an exciting time to be joining Wolsingham after joining the ALP Trust in September 2020 and with the appointment of a new Headteacher in September 2021.

Our Exams Officer will have day to day management of examination and assessment processes following the exam year calendar for a wide variety of qualification types, determined by awarding body or School. Some knowledge and experience of exams administration is preferred but not essential – what's more important is the ability to demonstrate a high level of relevant administrative, communication and organisational skills whilst working accurately within deadlines.

The Attendance role will involve responsibility for the administration of student attendance via SIMS and lesson monitor. The production of attendance charts, statistics and evidence for penalty fines/court cases.

We are looking for hard-working and collaborative people who can join our team and help challenge our students to progress and achieve.

Application: Application forms and further details can be found via the website. Pre-application discussions welcome.

Closing date for applications: Thursday 23rd September 2021, 9am.

Interviews: Tuesday 28th September 2021.

We are committed to safeguarding and promoting the welfare of children. Any offer of employment will be subject to receipt of a satisfactory enhanced DBS check and appropriate references.