

**Exam Secretary**  
Job number:048

**The Role:**

We are seeking to appoint an Exams Secretary; the successful candidate will work with the senior leadership team within the school to share responsibility for the running of external examinations.

The role will be to support all aspects of examinations management within the school. This will include responsibility for the administration, organisation and smooth running of internal and external examinations. You will support the senior leadership team to ensure adequate supervision and room arrangement have been put in place.

You will be a highly organised individual with the ability to work under pressure and work to tight deadlines. SIMs data experience would be advantageous, as well as strong administration skills to fulfil all parts of the role. You will be a self-motivated individual with a flexible approach.

Visits to the school are strongly recommended. Please contact Sarah Walker via email Sarah Walker [sarah.walker@ruralenterpriseacademy.com](mailto:sarah.walker@ruralenterpriseacademy.com) or by telephone on 01785 333360.

**Job Summary:**

The Rural Enterprise Academy

15 hours per week equating to 588 hours over the academic year; certain weekly hours may be variable to meet the business need and will be agreed with the Office Manager

Term Time (39.2 working weeks)

Permanent role, payable on Grade 5 SCP 5 pro rata  
(£10.21 per hour, actual annual salary £6,904.00)

**Being part of Penk Valley Academy Trust:**

Penk Valley Academy Trust is the local academy trust for the following schools Marshbrook First School, Princefield First School, St John's First School, St Mary & St Chad CE First School, Penkridge Middle School, Wolgarston High School and The Rural Enterprise Academy. The Trust's vision is to take collective responsibility for ensuring that every child and young person in our Trust receives an excellent education, achieves high outcomes and realises their potential. All members of staff work incredibly hard to provide the very best education for every child in our care.

**Recruitment and hiring during COVID-19:**

Despite the challenges we face, recruitment and hiring will continue for all Penk Valley Academy Trust vacancies with as little disruption as possible over the coming weeks and months. This is for all senior, teaching and support staff appointments. Applications will still be reviewed, and interviews conducted in a timely manner, although interview activities may vary. We will still aim to conduct face to face interviews where possible. Candidates will be given the option to interview via online video if you cannot attend in person, this can be discussed if your application is shortlisted. We will always adhere to Government advise.

All completed application forms should be sent by email to [personnel@penkvalley.co.uk](mailto:personnel@penkvalley.co.uk)

**Closing date for the receipt of applications is Friday, 20<sup>th</sup> November (noon)**

**Interviews: To be confirmed**



For further information, please visit our website [www.penkvalley.co.uk](http://www.penkvalley.co.uk).

*All schools with the Trust are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.*

*We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure and Barring Service checks along with other relevant employment checks.*