

St. Joseph's RC High School and Sports College
Chorley New Road
Horwich
BOLTON
BL6 6HW



Headteacher: Mr T McCabe
Email: recruitment@st-josephs.bolton.sch.uk

EXAMS & ASSESSMENT MANAGER
37 HOURS PER WEEK. TERM TIME + 4 WEEKS
GRADE F 17 – 23
£23,836 - £26,999 pro rata

Required September 2019

This is an exceptional opportunity as we look for someone to join us at this incredibly exciting time in the school's history. The governors of this highly successful and oversubscribed 11-16 Voluntary Aided RC High School are seeking to appoint an Exams & Assessment Manager. This a varied role with the opportunity to further develop presentational skills and make a big impact on the learning environment improving the lives of young people.

We are looking for a dynamic, creative individual with ambition and drive, who is passionate about improving the lives of young people.

Under the guidance of senior staff the post holder will be responsible for undertaking administrative and organisational processes within the school with regard to examinations and help develop the school's corporate brand.

The school is committed to safeguarding and promoting the welfare of young people and expects all staff and volunteers to share this commitment. The post is subject to an enhanced disclosure from the Disclosure and Barring Service.

If you require further details, please contact:

Mrs Sheenagh Currass – Headteacher's PA. Application packs can be obtained by emailing: recruitment@st-josephs.bolton.sch.uk or downloaded from the school website and greater jobs

Applications to be received by: 1st July 2019 Noon

Shortlisting: TBC

Interviews : TBC