



Dame Elizabeth
CADBURY

Exams Officer



MATRIX
ACADEMY
TRUST

Dame Elizabeth Cadbury School

Woodbrooke Road, Birmingham, West Midlands B30 1UL

Full Time – 37 Hours Per Week. Term Time Only Plus 1 Week

Salary: FTE £25,578 | Actual £22,368

We are seeking to appoint an exams officer to be responsible for the smooth running and administration of all public examinations. You will liaise with Teachers, Students, Parents and Examination Boards in respect of examination requirements, entries, results and communications, ensuring that the school adheres to all Awarding Bodies' regulations. The successful candidate will provide effective administrative support for all assessment and pastoral data work for the senior leadership team including pupil progress reports and MIS administration.

We will offer you:

- High standards and expectations in everything that we do
- A caring and inclusive school with supportive, enthusiastic, and dedicated colleagues, parents, and Trustees
- Excellent pupil behaviour
- And many other opportunities, details of which are available on our website

For further details and an application form visit the Trust website at www.matrixacademytrust.co.uk/vacancies

Completed applications should be sent via email to jnewsome@decschool.co.uk

Application Deadline: Friday 21st January 2022

Please note we reserve the right to remove any advertised role early.