

# Examinations Officer

## Walton Hall Academy

**Type:** Part-time, permanent

**Hours:** 8 hours per week, 38 weeks term time per year

**Salary:** Grade 8 – SCP 28 - 33. £27,041 - £31,346 FTE salary per annum, £4,943 - £5,730 pro rata salary per annum.

We are seeking to appoint an examinations officer to work 8 hours per week to organise and manage the examination process in the academy.

The Shaw Education Trust offer the following benefits with your employment:

An excellent Local Government Pension Scheme.

Generous holiday entitlement from your first day of employment (28 days holiday rising to 30 days after 5 years' service + Paid Bank Holidays)

Access to health and wellbeing support via Occupational Health

Cycle to work scheme

Access to our Institute of Education and fantastic opportunities to help you grow, contribute and flourish in your role and in the Trust.

Application Packs are available to download from: [www.shaw-education.org.uk/careers](http://www.shaw-education.org.uk/careers)

Alternatively, please contact: HR & Finance, Walton Hall Academy, Stafford Road, Eccleshall, Stafford, ST21 6JR, Tel 01785 850420. School website: <http://waltonhallacademy.org.uk>

Please forward completed applications to: [recruitment@waltonhall.shaw-education.org.uk](mailto:recruitment@waltonhall.shaw-education.org.uk)

**Closing date:** Friday 5<sup>th</sup> November 2021 – 12 noon

**Shortlisting will take place on:** Monday 8<sup>th</sup> November 2021

**Interviews to be held on:** Wednesday 10<sup>th</sup> November 2021

**Start Date:** ASAP

Applications received after this time will not be accepted.

**In accordance with our safer recruitment policy CV's will not be accepted.**

**The Shaw Education Trust is committed to safeguarding and promoting the welfare of children and young people/vulnerable adults and expect all staff and volunteers to share this commitment**

**This position is subject to appropriate vetting procedures including a criminal record check from the Disclosure and Barring Service (formerly CRB) which will require you to disclose details**