



Kingsthorpe  
College

# Kingsthorpe College

## Exams Officer

Scale Grade H/I (Points 14-26)



### **Do you believe that everything is possible? If so, Kingsthorpe College has an opportunity just for you.**

We are seeking a positive, proactive and confident person to join our busy college in the role of Exams Officer. You will have experience of working in a large secondary environment preferably within a data or Examinations role. Applicants should be organised, self-confident and possess excellent communication, interpersonal and IT skills along with the ability to multitask. **We are especially keen to interview candidates with high levels of skills using Microsoft Office, Excel, Word and Outlook.**

Kingsthorpe College is an oversubscribed 11-18 Academy with 1296 students on roll (200+ students Post 16). This is an exciting time for the College and the Trust as we go from strength to strength - OFSTED Good 2015; Section 8 OFSTED Inspection September 2016 confirming previous high standards have been maintained and invited to become a Leading Edge school from April 2017 in recognition of our high performance. We can offer a very good opportunity to develop your career working within a forward looking and very supportive Operations team.

#### **Why do we exist?**

We exist because we believe we are the catalyst in students' artistic, athletic and academic lives.

#### **How do we behave?**

We behave with optimism, determination, thoughtfulness and clarity.

#### **What do we do?**

We provide character and currency for our students to achieve success.

#### **How will we succeed?**

We will differentiate ourselves by creating a healthy organization, making student-centric decisions and giving students opportunities to develop resilience, perseverance and creativity, and be curious, kind, well-rounded individuals.

**At KC, we don't value what we measure, we measure what we value. For us, this is team work. This is an exciting opportunity to join a forward looking and vibrant academy.**

**Scale H/I Points 14-26**

**Permanent Contract**

**Hours – 37 per week / 42 weeks – Hours to be agreed**

**Salary - £22,462- £29636 FTE – Actual £20,687-£27,294 depending upon experience.**

**Start date – October 2019**

**Closing date for applications: Monday 23<sup>rd</sup> September 2019**

**Interviews will be held the same week**

**(We may close applications early depending upon the number of applications received)**

Please note the College cannot accept CVs. Applicants must complete a Support Staff Application Form which is available on the College website at [www.kingsthorpecollege.org.uk/workwithus](http://www.kingsthorpecollege.org.uk/workwithus)

**For more information please contact Senior Strategic Leader, Kate Hayward-Pretty on 01604 716106  
Or email [recruitment@kingsthorpecollege.org.uk](mailto:recruitment@kingsthorpecollege.org.uk)**

Please email your completed application form to [recruitment@kingsthorpecollege.org.uk](mailto:recruitment@kingsthorpecollege.org.uk)  
Kingsthorpe College, Boughton Green Road, Kingsthorpe, Northampton NN2 7HR Tel:  
01604 176106

*Kingsthorpe College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.* The ability to converse at ease and provide advice and information in accurate spoken English is essential for this post.