

**EXAMINATIONS MANAGER**

**CROMPTON HOUSE CHURCH OF ENGLAND SCHOOL**

Salary: £27,108 - £30,408 pa (pay award pending)

Salary Grade: Grade 6

Hours: 36.40 per week, Term Time plus 15 days (full year considered)

Location: Rochdale Road, Shaw, Oldham, OL2 7SN

Start date: As soon as possible

We are looking to appoint an enthusiastic and flexible Examination Manager to join our team from September 2023. You will administer all examinations and assessments within the school.

The successful candidate will have strong exam management experience, the ability to work on their own initiative and a positive and proactive approach. The ability to communicate clearly and concisely with a range of individuals, excellent organisational skills combined and the ability to work well under pressure to tight deadlines is essential.

In return, we offer:

* An opportunity to work as part of a professional, highly motivated, engaged, and supportive team.
* A supportive and inclusive staff environment.
* Opportunities for career development
* Enrolment in the Local Government Pension Scheme
* Cycle to Work Scheme
* Employee Assistance Programme – access to a 24-hour advice line offering support on a range of life and work, money, and family issues

Founded in 1926, Crompton House is an 11 – 18 co-educational Church of England comprehensive school and sixth form with Multi Academy Trust status. Our Multi Academy Trust includes Beal Vale Primary School and is a thriving, diverse and proud community with the vison to allow all children to experience ‘ life in all its fullness’.

Located in pleasant and spacious grounds in Oldham, north east of Manchester, Crompton House has around 1700 students and has seen recent investment in a state-of-the-art teaching block , as well as new technology, science, art, design technology, food, and sporting facilities. We are a school with a rich heritage and inclusive Christian ethos, setting high standards and expectations for all our students. Our school has a full and varied curriculum; progress and achievement are excellent, with 81% of students achieving grade 4 or above in English and Maths in 2021.

 What Ofsted says about Crompton House: “*Pupils attainment in their GCSE examinations continues to be above the national average. Pupils enjoy coming to school. They like their teachers and work hard for them. They enjoy the wide range of extra-curricular activities that are available to them, and participation is high. Parents and carers are very positive about the school. They feel that leaders ensure that their children are safe and make good progress”*

Crompton House School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. As part of this commitment each successful applicant will be subject to an enhanced Disclosure and Barring Service check along with other relevant employment checks.

The school will carry out an online search as part of their due diligence for all shortlisted candidates in line with Keeping Children Safe in Education 2022 (para 220).

**Please note:** Due to safer recruitment requirements, we cannot accept CVs. Please use the application form that accompanies this advertisement.

Application forms should be posted to: Janet Slater at the above address or emailed to [j.slater@cromptonhouse.org](mailto:j.slater@cromptonhouse.org)

**Closing date**: Wednesday , 6th September 2023 at Noon

**Interview Date:** w/c 11th September 2023