



Painsley Catholic College Specialist Science College

Staffordshire - Archdiocese of Birmingham

Station Road, Cheadle, Staffordshire, ST10 1LH

Staffordshire and Stoke-on-Trent's Number 1 School (Real Schools' Guide, 2016)

Examinations Support Officer

Grade 7, SCP 24, pro rata annual salary £19,366.69 (actual)

FTE: £22,401

37 hours per week, term time only + six inset days

We are delighted to advertise an excellent opportunity to join our professional support team, as an Examinations Support Officer, from 3rd September 2018. The successful candidate will be responsible for organising and delivering the examinations process and co-ordinating examination entries, registration and results. Previous experience would be extremely desirable.

Associated administrative and monitoring processes will also be part of this role together with general administration support to the College. Painsley is a thriving and over-subscribed, semi-rural, 11-18 Catholic College. It has 1053 students on roll and is ranked in the top 56 performing schools in the country. Applicants from all faiths, and none, are equally welcome to apply.

Informal enquiries, further details and application forms from Mrs Louise Rushton on 01538 714944 or HR@painsley.staffs.sch.uk

The position is subject to a criminal records check from the Disclosure & Barring Service (formerly CRB) which will require you to disclose all criminal convictions. Further details regarding this check are available by visiting www.gov.uk/dbs.

This school 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.

Closing date: 10th July 2018



National Teaching School
designated by
National College for
Teaching & Leadership



The Painsley Catholic Academy.

A company limited by guarantee registered in England & Wales with company number 08146661.

Registered Office Address: Station Road, Cheadle, Staffordshire ST10 1LH.

Telephone: 01538 714944

Website: www.painsley.co.uk