



**SAINTS PETER AND PAUL**  
CATHOLIC HIGH SCHOOL

**Job Advert**  
Exams Co-ordinator

HBC 5 FTE £26,421 - £28,770

Term Time Only (plus 10 days): 37 Hours Per Week

This role requires a proactive and motivated individual to join our school community, who will contribute towards our mission, to be 'an inclusive community of excellence and opportunity'.

We are proud of our open, collaborative, supportive and forward-thinking culture and we are at an exciting point of our development.

The Exams Co-ordinator plays an important role in both mock and statutory examination processes. The current post holder has developed a streamlined and efficient method of ensuring regulations and guidance is followed and our experienced team of invigilators provide excellent support throughout the exam seasons.

We are keen to consider candidates who have limited exams experience who are willing to undertake training and development, as well as welcoming experienced exams officers with open arms. We are recognised as a school which readily offers CPD and career progression opportunities, with many of our senior staff, home grown talent.

Prospective applicants are most welcome to arrange to visit by telephoning Mr Bibby on 0151 424 2139.

Further information and an application form can be found on the school website: [Saints Peter and Paul Catholic High School | Vacancies](#)

Please send completed application forms to: [recruitment@saintspeterandpaul.halton.sch.uk](mailto:recruitment@saintspeterandpaul.halton.sch.uk)

Strictly no CVs. CES Application forms only with supporting statement.

Closing date for applications is 9am, Monday 4<sup>th</sup> November 2024.

Saints Peter and Paul Catholic High School is committed to safeguarding and promoting the welfare of students and the post is subject to an enhanced DBS check and references.