



PUBLIC NOTICE

VACANCY PUBLIC EXAMINATIONS ADMINISTRATOR

Are you looking for a new and challenging career? Then this could be the opportunity for you!

The Education & Employment Directorate is seeking to employ a highly motivated person to fill the post of Public Examinations Administrator within Prince Andrew School.

The post holder will be responsible to the Deputy Head (Curriculum) PAS.

You will play a pivotal role in the registration and administration of all Public Examinations and vocational assessments for students, adult learners and members of the public in accordance with the requirements of the Awarding Bodies.

Some of the key tasks include:

- Communicate with Awarding Bodies on all matters pertaining to public examinations/assessments and liaise on issues on behalf of Subject Leaders (PAS) and the Assistant Director (Lifelong Learning), St Helena Community College;
- Responsible for ensuring compliance with all regulatory examination bodies to maintain the integrity of examinations;
- Maintain the filing systems and effective organisation of school based candidate registrations, tracking records and qualification results data, to ensure data protection, security, confidentiality, accessibility and efficiency.
- Responsible for providing invigilators with documentation and guidance for invigilation, including training invigilators in accordance with published guidelines.
- Maintain financial and resource records for examination and assessment programmes and progress timely ordering and re-ordering of relevant materials.

Applicants must be in possession of GCSE in Maths and English Language at Grade C or above or equivalent qualification (applicants without a Level 2 qualification in Maths and English may still apply and can undertake a functional skills assessment as part of the recruitment process), have a minimum of 3 year's previous experience and proven record in an administrative pressured environment. It would be an advantage to have a NVQ Level 2 in Business and Administration.

The ideal candidate must have excellent written and verbal communication skills with an excellent command of the English Language, have excellent IT skills in Microsoft Applications and the ability to apply objective judgement when having to deal with delays and arranging examinations.

Salary for the post is at Grade D, £11,034 per annum.

The Education & Employment Directorate is committed to Safeguarding and promoting the welfare of children and expects all staff to uphold these principles. All appointments are subject to the successful candidate providing satisfactory clearances, including a medical check and vetting/DBS clearance. SHG reserves the right to have information provided on the application form independently verified.

For further details about the post and a full job description, interested persons can contact Mrs Penelope Bowers, Head Teacher on telephone number 24290 or e-mail penelope.bowers@princeandrew.edu.sh

Application forms are available from Corporate Human Resources and on the SHG website at: www.sainthelena.gov.sh/vacancies and should be submitted through Directors, where applicable, to Madonna Henry, Human Resources Officer, The Castle or e-mail madonna.henry@sainthelena.gov.sh by no later than 4pm on Tuesday, 21 January 2020.

SHG positively accepts applications from all members of the community regardless of race, gender, disability, age, sexual orientation, religion or belief, and will consider all applications on the basis of merit, in accordance with the person specification. All disabled applicants meeting the minimum criteria listed in the job profile will be guaranteed an interview.

Education & Employment Directorate

07 January 2020