

## Cover & Examinations Officer

**Salary: Scale PO3, Spine Point Range 38 to 41  
£44,884 - £48,207 FTE (£41,086 - £44,127 pro rata)**

**Contract Type: Permanent**

**Required: September 2025**

**Location: North Hackney**

### Our Vision:

Skinners' Academy is an aspirational and inclusive community in which we expect staff and students to be the best they can be. We support this goal by offering an environment characterised by high challenge and high support. We take pride in our academically rigorous curriculum, our wide-ranging enrichment programme and our excellent pastoral support systems. All of these 'ingredients' ensure that we provide a stimulating and rewarding working environment for our staff and a rich and well-rounded educational experience to our students. We want our students to excel and recognise that, to achieve this, they need the input of a highly skilled and motivated staff body. As such, we seek to invest in our staff – our most valuable resource – to support their ongoing professional development and equip them with the expertise to facilitate students' learning and personal development to the highest level.

You will be a highly motivated professional who enjoys working as part of a high performing team. You will be just as committed to supporting others to achieve their full potential as you are to achieving personal progress and success. You will have an ethical commitment to inclusive education and will enjoy the challenges and rewards of working in a diverse school community that serves students from many different backgrounds. Regardless of students' backgrounds, you will hold nothing but the highest of aspirations and expectations of them and will be wholly committed to ensuring that their experience of education is characterised by success. If this sounds like you, we welcome your application and hope you will become a valued member of the Skinners' community.

### About Us:

- Reconfirmed as a 'Good' school by Ofsted in May 2022, with significant year-on-year improvements in student outcomes that place us above the national averages at Key Stages 4 and 5.
- We provide a world-class education for students aged 11-19, in a modern state of the art building that opened in September 2010.
- We provide a welcoming, caring and stimulating environment with excellent teaching facilities.
- We have pupils who are highly motivated to excel and are fully supported by parents who work with us in close partnership.
- We have excellent transport links; 5-minute walk from the bus stop or Manor House Underground Station which is served by the Piccadilly Line.
- We have high-quality teaching and support staff who are fully committed to supporting pupil's academic and personal development and work collaboratively with their peers to share best practice.
- We offer excellent opportunities for professional development and progression.
- We support staff and student wellbeing through many initiatives, including a two-week half term holiday in the Autumn Term.

### How to Apply:

Please send a completed application form and monitoring form to: [recruitment@skinnersacademy.org.uk](mailto:recruitment@skinnersacademy.org.uk)

Please note that we do not accept CVs.

**The closing date for applications is Monday 1<sup>st</sup> September 2025, 9am. Interviews will take place w/c Monday 1<sup>st</sup> September 2025.**

We reserve the right to make an appointment before the closing date, so early applications are encouraged.

Skinners' Academies Trust is committed to safeguarding and promoting the welfare of our pupils and expects all staff and volunteers to share this commitment. An enhanced criminal record check via the Disclosure & Barring Service (DBS) will be undertaken for the successful candidate, including a check of the DBS Children's Barred List. All applicants must be willing to undergo safeguarding screening appropriate to the post, including checks with the DBS and at least two satisfactory references.

It is an offence to apply for the role if you are barred from engaging in regulated activity relevant to children.