

## 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: Immediate**

**Location: North Hackney**

We are seeking to appoint an enthusiastic and experienced candidate to be responsible for the administration and organisation of all aspects of external examinations and qualifications in accordance with the regulations laid down by the Awarding Bodies. Additionally, the Examinations Officer will coordinate and organise internal Academy examinations and assessments.

### **Our Vision:**

“Be the best you can.” This is what we ask of our pupils and our staff.

At Skinners' we have a particular way of working. We believe that teachers are the experts, and that great teaching is based on our ability to instruct and assess to a very high standard. We are influenced by the work of Rosenshine, Engelmann, Young and Lemov among others. If you are familiar with their work, or are willing to learn, then you will likely enjoy our focus on simple, high leverage strategies to improve learning in the classroom.

We believe in the power of the curriculum and so intentionally have the following at the core of our practice:

- A pragmatic approach to pedagogical practice that reduces teacher workload
- Teaching powerful knowledge rather than parroting the knowledge of the powerful
- CPD which is rooted in the best educational research, often with a foundation in cognitive science

Skinners' Academy is on a journey from Good to Great and this has been confirmed by Ofsted in May 2022; “leaders and governors remain focused on doing the right things to improve the school further. They have developed an ambitious and clear long-term plan that outlines how they will reach their vision”. The recruitment of a skilled and enthusiastic **Examinations Officer** is crucial to the success of this journey.

### **About Us:**

- Reconfirmed as a 'Good' school by Ofsted in May 2022.
- We provide a world class education for boys and girls 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 strive to maximise their achievement and are fully supported by parents who work with us in partnership.
- We have excellent transport links; 5 min walk from the bus stop or 7 min walk from Manor House tube station which serves the Piccadilly Line.
- We have a high-quality teaching staff fully committed to supporting pupil's academic and personal development.
- We offer excellent opportunities for your own professional development.
- We believe qualifications open doors but are only part of the story. All children deserve a full rounded education.

**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 6<sup>th</sup> January 2025, 9am. Interviews will take place w/c Monday 13<sup>th</sup> December 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.