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*Our Vision:*

*To develop aspirational learners who strive for excellence academically, creatively and culturally, benefitting from a wide range of opportunities led by inspirational educators.*

**Shirley High School**

**Performing Arts College**

***“Striving for Excellence”***

##### EXAMINATIONS OFFICER

**Salary:** Grade 5, Point 13 - £23,549.05 (FTE £30,495.00)

**Hours:** 32.5 hours per week, 39 weeks per year

***"Leaders’ ambitions and high expectations of pupils, teachers and parents cascade throughout the community."***

***(Ofsted, December 2022***

Shirley High School has been under new leadership since September 2019. During that time we have become one of the most improved schools in the area, made significant investment in improving and promoting a positive learning environment and recently achieved “Good” in all categories in our latest Ofsted inspection.

We are a proud multicultural school with an established reputation of integrity and excellence. Our school is at the heart of a vibrant and diverse community, with our pupils benefiting from our fabulous site and leafy surroundings. Along with our clear values and ethos, this helps to create a positive learning environment for both pupils and staff. We also benefit from excellent transport links to London and the surrounding areas, plus an onsite gym and ample free parking.

We have high expectations in all we do, and believe that all our pupils can be the best in the world at whatever they decide to pursue, through hard work, determination, leadership and compassion. We strive for excellence throughout our broad curriculum and wide range of extra-curricular opportunities, whilst also ensuring that both pupils and staff, are developed both in and out of the classroom.

We are looking for an Examinations Officer to provide an effective and efficient administrative support service to the school, for the efficient conduct of the schools’ examination affairs. We are seeking someone with drive, energy and enthusiasm to actively manage and improve our school; sharing the vision of, and working with, the Principal and Leadership Team to provide the best learning environment for our students.

**Requirements:**

* Two years’ experience relevant to the position;
* Can carry out all aspects of the role to a high standard;
* Has the ability to work effectively in a team;
* Can communicate with employees, students and parents in a friendly and professional manner;
* Can demonstrate their ability to work using their initiative;
* Is able to work effectively to deadlines and produce high-quality results;
* Demonstrates excellent organisational and planning skills.

**We offer excellent working conditions with key benefits that include:**

* Cycle to Work scheme;
* An environment of providing the resources required for the benefit of our students;
* Staff Mentoring;
* Staff car park on-site;
* Fully refurbished Fitness Suite;
* A strong focus on the professional development of all staff within our school;
* A dedicated staff well-being programme, including Mental Health first-aiders.

Should you believe you have the skills to perform this role to the highest possible standards and are truly passionate about joining us on our journey then we would be delighted to hear from you. Please contact us to arrange an opportunity to speak with our Principal.

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. More information can be downloaded from our website [www.shirley.croydon.sch.uk](http://www.shirley.croydon.sch.uk)

Full details/application form available from: [www.shirley.croydon.sch.uk](http://www.shirley.croydon.sch.uk). Completed application forms can be sent via email to: [office@shirley.croydon.sch.uk](mailto:officer@shirley.croydon.sch.uk)

**Closing date:** Friday 24 May 2024

Please be aware that the listing will be closed as soon as sufficient applicants have been received.

**SHIRLEY HIGH SCHOOL PERFORMING ARTS COLLEGE**

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Tel: 020 8656 9755

Web: www.shirley.croydon.sch.uk

Email: [office@shirley.croydon.sch.uk](mailto:office@shirley.croydon.sch.uk)

Principal: Mr T Myton

Shirley High School is a company limited by guarantee and registered in England and Wales. Company No. 7837778. Registered Office: Shirley High School, Shirley Church Road, Shirley, Croydon, CR0 5EF.