



**The Directors of this successful Catholic Secondary School  
wishes to appoint an Examinations Officer  
"CHRIST'S LOVE IS OUR FOUNDATION"**

**Required from October 2023**

**37 hours per week: 42 weeks per year: £22,777pa fte- £27,344pa fte**

**Term time, training days and three weeks in non-term time (to include exam results days)**

**Monday to Thursday 8am to 4pm / Friday 8am to 3.30pm (flexibility required in exam seasons)**

Our Lady Immaculate Catholic Academies Trust is a large Catholic Multi Academy Trust situated in the northern half of the Catholic Diocese of Northampton formed by the merger of three former Catholic Trusts in February 2020. The Trust currently leads and manages ten Catholic primary schools located across the geographical area of Northamptonshire and Bedfordshire and, two Catholic secondary schools – Thomas Becket in Northampton and St Thomas More in Bedford.

Thomas Becket Catholic School is a successful, comprehensive 11-18 secondary school committed to continuous improvement and driving up standards of attainment and we are ambitious for our students and our staff. We are a Catholic, learning, listening school where it is not enough that children know they are loved, we show them. We are looking to recruit a confident and articulate Exams and Admin Officer to join our team.

Do you want to work in a school that has been rated **"GOOD"** in all areas in November 2022, but also

- that has undergone rapid change?
- where the culture and ethos of the school is not just a fancy poster in reception, but something that we live and breathe every day?
- with dedicated and caring staff who put the pupils and their learning, growth and personal development first?

If your answer to the above questions is a yes, then please carry on reading this advert. You are just who we are looking for!

This post is for 37 hours per week for 42 weeks of the academic year. The post holder is required to be in school for two weeks during the student summer holiday (GCE and GCSE results weeks), and 1 week agreed at other holiday times. During this time all allocation of student to courses will be completed, timetables printed, exam results received, collated, presented to students and analysed for SLT and governors ahead of the start of the new school year.

To ensure the smooth running of all internal and external examinations, coursework and vocational qualifications; to co-ordinate all exam results including mocks, and all post results services; to provide data analysis and profiles for the Head Teacher, Leadership Team, Data Manager and others.

Please apply via <https://www.mynewterm.com>

Closing date for completed applications by Sunday 1<sup>st</sup> October 2023

Interviews week commencing Monday 2<sup>nd</sup> October 2023

All staff uphold the core values and Catholic ethos of the school. All appointments are subject to an enhanced DBS clearance.



**RESPECT**



**TRUTH**



**COMPASSION**



**JUSTICE**



**FAITH**