



The Royal School

Wolverhampton

Job details

Exams Officer (internal and external exams)

Employer **The Royal School Wolverhampton**
Location **Wolverhampton, West Midlands**
Contract type **Permanent, term time only plus 2 weeks during summer**
Closing date **31st January 2022**
Start date **April 2022**

The Royal School are seeking an energetic, organised and super-efficient exams officer, to facilitate the smooth running of both internal and external exams at The Royal School. The role will be varied and interesting, working with a range of stakeholders to provide high quality administrative support focused on maximising the outcomes for pupils. The person appointed will have very good interpersonal skills, a high level of literacy and numeracy and excellent ICT skills. Experience and/or a qualification in IT (Microsoft Office and MIS) and previous experience of working in a school office environment would be an advantage. The Royal School Wolverhampton has a clear focus on excellence, with the pupils at the heart of everything we do. It is expected that anyone joining the team will be able to fully support the unique ethos of the school.

The Royal School has achieved excellent academic results throughout its history and has an outstanding reputation for nurturing and developing confident, well-disciplined and successful individuals who progress successfully to the next stage of education. If you are passionate about learning and ready to make a significant contribution, this could be your chance to make a real difference.

If you are a highly efficient professional, able to use your initiative, work under pressure and have a good sense of humour, we want to hear from you. Please visit the Royal School website for further information and details of how to apply.

Please return application forms to lcallaway@theroyal.school