



St Mary's School  
Gerrards Cross

**Assistant Exams Officer**  
**ASAP**  
**PART-TIME**



We wish to appoint an Assistant Exams Officer to support the delivery of our external examinations for students and ensure that all JCQ regulatory requirements for the conduct of examinations are strictly adhered to. You will play a pivotal role in assisting the Examinations Officer in co-ordinating the team of Invigilators.

**Closing date: Monday 4<sup>th</sup> November 2024**

**Interviews – W/C Monday 4<sup>th</sup> November 2024**

Early applications are advised as the school reserves the right to appoint at any stage during the application process.

For further details and an application pack, please contact the school on [hradmin@stmarysgx.co.uk](mailto:hradmin@stmarysgx.co.uk) or from our website [www.stmaryschool.co.uk](http://www.stmaryschool.co.uk)

*St Mary's School is committed to safeguarding and promoting the welfare of children and young people in its recruitment and selection of job applicants. The school expects all staff and volunteers to share this commitment. The successful candidate will be subject to an enhanced DBS and qualification check.*