



WE'RE HIRING!

Examinations Officer

37 hrs per week - Term Time plus 10 days (Flexible working will be considered)

Grade H (pro rata actual salary £25,882 - £29,039)

We are seeking to appoint a highly motivated, enthusiastic and caring individual who is committed, hardworking and reliable. The Examinations Officer will work as part of the Academy's Data and Exams Team, supporting with the delivery of all aspects of examination processes.

Candidates should have a passion for students' learning, be highly organised and have strong IT skills. Working efficiently to tight deadlines and excellent attention to detail is essential.

Grace Academy Darlaston is a vibrant and improving secondary academy on the outskirts of Walsall. We have more than 1,000 students on roll and are expanding rapidly. Following a period of under-achievement, our staff have worked exceedingly hard over the last few years which led to a substantial improvement in results, which we expect to continue. The Academy is Ofsted rated Good.

Please request an application pack from Gadrecruitment@darlaston.graceacademy.org.uk closing date for applications is **Monday 30th June 2025**.

Grace Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An Enhanced Disclosure will be requested in the event of an individual being offered the position.



Grace Academy Darlaston is part of the Tove Learning Trust – a highly successful and local multi academy trust



www.darlaston-graceacademy.org.uk