**Examinations Manager**

**Permanent; Full-Time/Term-Time**

**Closing Date: 24 November 2021**

The Examinations Manager is an important and significant role in the academic area of the school and the post holder will have primary responsibility of ensuring the smooth running of all A-Level and GCSE examinations, including compliance with all regulations laid down by the awarding bodies. They will also be required to support the administration of the IB programme as required.

The successful candidate will have previous experience in a similar role with a track record of delivering. They will be able to communicate effectively with a variety of people, work well under pressure and meet deadlines whilst maintaining a high level of accuracy.

The post holder will be required to work 37.5 hours per week, during term-time in addition to four additional weeks outside of term. The nature of a 24hr a day, 7 days per week boarding school requires staff to work flexibly and there may be a requirement for the jobholder to work reasonable additional hours and early mornings, evenings and weekends.

**Vacancy documents**

To apply for the above position, please complete the enclosed Application Form, with reference to the Job Description and stating your salary expectations, and return it to [HR@haileybury.com](mailto:HR@haileybury.com).

**Applicants should be aware that we cannot consider an application unless the standard application form has been filled in completely.** Please be aware that your application form should include your full employment history and any previous employer may be approached by the School. Incomplete application forms may be returned.

*Haileybury is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Applicants for the above post must be willing to undergo child protection screening, including reference checks with previous employers, prohibition checks and a criminal record check via the Disclosure and Barring Service. Any employment offer will be subject to the successful completion of these background screening checks.*