**Position:** Exams Officer

**Salary:** NJC 12-20, £24,496 p.a. to £28,371 p.a. (£8593 - £9953 p.a. pro-rata)

**Location:** Bader Academy, Doncaster

**Contract type:** Part Time, Term Time only, Permanent.

**Start date:** At earliest opportunity

**Closing date:** Sunday 24th September 2023

**Interview date:** Thursday5th October 2023

**Brave... Collaborative...Adaptable...Love...Positivity...Future-conscious**

Do you have these core traits to be a successful Exams Officer to support all staff and pupils across school at Bader Academy?

Bader Academy is a special school which opened in September 2020, and provides 100 places for children and young people, aged 5-16, who have an Education, Health and Care Plan with a primary diagnosis of Communication and Interaction Difficulties.

You can help create a forward thinking, innovative culture where pupils and staff can truly flourish. Our ambition and yours will be that Bader is a centre of excellence for both the specialist provision and for promoting the latest inclusive practices across education.

Our children and young people at Bader deserve an education that will change their lives and give them the opportunity to fulfil their potential. Staff employed in our Academy Trust enjoy a fulfilling career and we focus on releasing your potential and maximising your impact.

**About the Trust**

Nexus Multi Academy Trust was founded in 2016 and has the highest ambitions possible for everyone we work with.

The vision for Nexus is that we are constantly “Learning together; to be the best we can be.” This vision is what we aspire to and is as relatable to every employee and partner of our Trust as it is to our children, young adults and their families.

**Our Opportunity**

We are looking for an Exams Officer to work as part of the Exams Team, providing a high quality, efficient and effective exams service to the Academy, including all testing and examination requirements at both primary & secondary levels. Under the direction of the Headteacher and the Senior Leadership Team, you will ensure the administration, organisation and smooth running of examinations in the Academy.

**What you can expect**

* An exciting opportunity to join an academy with a fantastic cohort of students and a highly supportive staff and leadership team.
* A thriving environment where you will be supported and encouraged to think in new ways.
* An opportunity to join colleagues who will make you proud to be part of our state education system.
* Access to tailored CPD through Nexus Academies Trust and the Opportunity.
* Working within an award winning MAT who pride themselves on having friendly and supportive academies who together are helping to transform communities.

**Further information**

We strongly recommend that you visit us so that we can talk with you about this unique and career defining opportunity and you will have a chance to see what we have to offer.

For an informal and confidential conversation about the role please contact Viki Drew, Headteacher, on 01302 433003 or at [vdrew@nexusmat.org](mailto:vdrew@nexusmat.org)

**Nexus Multi Academy Trust is committed to safeguarding and protecting the welfare of children and expects all staff and volunteers to share this commitment.**

Safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. This post involves working with children and therefore if successful you will be required to apply for a disclosure of criminal records check at an enhanced level and a barred list check. Further information about the Disclosure and Barring Service and can be found at [www.gov.uk/disclosure-barring-service-check](http://www.gov.uk/disclosure-barring-service-check).

We are an equal opportunities employer committed to recruiting and retaining a diverse workforce.

For more information and an application form to apply please go to [www.baderacademy.org/careers](http://www.baderacademy.org/careers). Please ensure that you include at least ONE A4 side in your personal statement and a full listing of your previous employment including any periods of unemployment. Please note that CV’s will not be accepted in application for this role.

Applications should be submitted to [baderacademy@nexusmat.org](mailto:baderacademy@nexusmat.org) for the attention of Richard Bone, Office Manager.

All candidates are advised to refer to the job description and person specification before making an application.

We reserve the right to close this vacancy early should we receive an overwhelming response.