

Exams Officer

Job start: Immediate upon the completion of the pre-employment checks process.
Scale Point Range: 25 - 29
Annual Salary: Pro Rata: £27,358 - £30,813 (FTE: £29,855 - £33,326)

'The best school I've ever worked at: the culture, the staff and students, the training, everything!'
(staff member)

'I was amazed at what a great atmosphere the school exuded, how well turned out the children were and how polite and bright they all seemed' (visitor)

The Bridge Academy is a truly exceptional school. Our students' progress is consistently excellent for GCSE and A level, and our superb personal development offer means that over the last few years we have been national debating champions, enjoyed a host of sporting successes and won both the Incorporated Society of Musicians Gold Award and the Hackney Mayor's award for music.

Why choose us?

- Excellent student behaviour and highly supportive Senior Leadership Team.
- An Achievement-oriented culture where students work hard and it is cool to be smart.
- A warm/strict approach, meaning that our high standards do not come at the expense of inclusion.
- The belief that teaching must be a sustainable profession: clear systems and structures, sensible approach to feedback and no 'late night culture'.

We are seeking to appoint an Exams Officer who is totally aligned to our values of Hard Work, Integrity and Kindness, and completely committed to our mission: to ensure that every student will succeed at a good university or equivalent, thrive in their chosen field and live a great life.

The working pattern for this post is term time plus 3 weeks during non-term time. Alternative flexible working patterns will be considered if requested. The working hours will be 37.5 hours per week - the start and end time will be discussed and confirmed with the successful candidate. There will be extended working hours during exam periods, so flexibility will be required. We will also accept applications from those who want to work part time.

Our sponsors UBS provide significant support to the Academy, and we also work with a wide variety of community groups to ensure the best for all our students. Our award-winning building is outstanding and is based at our stunning canal-side location, just minutes from Haggerston Station and just over a mile from the heart of the City of London.

To apply for this position, please read the information pack and complete the online application form [here](#). Please also ensure that you also read our school workforce privacy notice. We encourage applicants from all sectors of the community to apply. If you are up for the challenge we would love to hear from you. **The deadline for applications is: 9:00am on Wednesday 22nd March 2023.**

The Bridge Academy is committed to safeguarding and promoting the welfare of children. We expect all staff to share this commitment. All appointments will be subject to the necessary safeguarding checks, including receipt of a satisfactory Enhanced DBS check with barred list information.