



# South Dartmoor Community College and Atrium Studio School

## Exams Officer

37 hours per week, 40 weeks per year.

Permanent. NJC Grade E Spinal Point 16-22 dependent on experience (£24,012—£27,041 pro rata).



South Dartmoor Community College is seeking to appoint an Exams Officer. The successful candidate will be hardworking, self-motivated and enjoy working in a team as well as under their own initiative. Previous experience within this area would be advantageous. You will be a committed and loyal individual; with high expectations and an unwavering determination to get the best for students.



The College is on a rapid improvement journey and has a strong staff team in place to ensure every child is enabled to fulfil their potential. We have excellent pastoral support and our students report that they feel very happy and safe at the school. We are proud of our students and they are proud of their school. The relationships between staff and students are strong. Community engagement is also an important feature; we have an active Parent/Teacher Association (FOSDA—Friends of South Dartmoor Academy).



If you want to work in an inspiring, fully inclusive environment with students who want to succeed, and friendly, supportive staff, then we want to hear from you! You will join a passionate and dedicated team, and a Trust who is committed to providing professional development and opportunities for all colleagues. Part of the WeST Trust, we are an 11-18 College situated in Ashburton on the edge of Dartmoor. With impressive facilities, the college currently caters for approximately 900 students. Devon is a lovely place to live with the stunning Dartmoor and the beautiful Devon and Cornwall Coastline on your doorstep.



For more information about South Dartmoor Community College and to apply for this post, please visit our website [www.southdartmoor.devon.sch.uk](http://www.southdartmoor.devon.sch.uk). If you would like to discuss the position please contact John Bradford, Assistant Head teacher (Progression), ([jbradford@southdartmoor.devon.sch.uk](mailto:jbradford@southdartmoor.devon.sch.uk)). Completed applications should be submitted to Cleo Perry ([cperry@southdartmoor.devon.sch.uk](mailto:cperry@southdartmoor.devon.sch.uk)). Please note CVs will not be accepted.

Closing Date: Monday, 08 November 2021 at 8.00 am. Applications received after this time will not be considered. Interviews will be held 10/11 November 2021.

**South Dartmoor Community College & the Atrium are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. The successful candidate will require an enhanced DBS check.**

