



MARICOURT
CATHOLIC
HIGH SCHOOL
& SIXTH FORM CENTRE

MARICOURT CATHOLIC HIGH SCHOOL

Hall Lane, Maghull, Merseyside, L31 3DZ

Telephone 0151 330 3366; Fax 0151 284 6631

E-mail: Recruitment@maricourt.net

Maricourt Catholic High School is a
Co-Educational Comprehensive 11-18 Voluntary Aided School
1131 on roll (129 in Sixth Form)

Exams and Data Officer starting as soon as possible

36 hours a week term time plus 3 weeks

NJC Scale G SCP 20-25

Actual salary: £29,737.00 to £33,927.00

This popular, oversubscribed school is seeking to recruit an outstanding Exams and Data Officer. The successful applicant will join and work with a highly supportive team and play a key role in managing the schools internal and external exam process in addition to the co-ordination and tracking of data, reports and progress of pupils. This is a new position within school and is a fantastic opportunity for someone looking for a new challenge.

Maricourt is committed to the safeguarding of its students. Enhanced due to the nature of the work, the post is exempt from the Rehabilitation of Offenders Act 1974 and the successful candidate must be able to obtain a satisfactory Enhanced Disclosure (via the Criminal Records Bureau) in order to be appointed to the post. Due diligence and social media checks will be undertaken as part of the recruitment process.

Job description and application form available on our website: www.maricourt.net under vacancies.

Closing Date : **Friday 19th September at 9:00am**

No CV'S. Completed applications to be returned to **Recruitment@maricourt.net**