



**NOTRE DAME HIGH SCHOOL**  
**11-18 Mixed Catholic Comprehensive School**  
**FULWOOD ROAD, SHEFFIELD, S10 3BT**  
**Tel: 0114 2302536**

We are looking to appoint to the following post:

**Examinations and Cover Manager (permanent)**

**37.5 hours per week / 41 weeks per year**

**£30,825 to £34,834 p.a. (starting salary: £28,249 per annum)**

We are looking for an outstanding candidate to be responsible for the management of the examinations service, ensuring that students have the maximum opportunity to achieve their academic potential. The candidate will also be responsible for arranging lesson/registration cover for absent staff in a timely manner, ensuring that all periods of student contact time are covered.

Standard working hours are 7:30am – 3:30pm Monday – Friday (term-time only). However there will be a requirement to work longer hours during external exam periods, finishing at approximately 4:00pm – 4:30pm.

Notre Dame is a Catholic school with a strong ethos at its heart. All staff are expected to uphold and contribute to the ethos of the school, which is what makes it a special place to work.

We are particularly keen to reflect the diverse nature of our student community in our staff; we welcome applications from all qualified applicants and strongly believe that diversity in all its forms delivers greater impact to our whole school community.

For further details and an application pack please visit our website: [www.notredame-high.co.uk](http://www.notredame-high.co.uk) or telephone the school. Please return your application form and Consent to Obtain References form to [recruitment@notredame-high.co.uk](mailto:recruitment@notredame-high.co.uk)

**Closing date for receipt of completed applications: 9am on Friday 5<sup>th</sup> July 2024**

**Interview Date: To be confirmed**

*Notre Dame High School is committed to safeguarding and promoting the welfare of children & young people and expects all staff to share this commitment. The successful applicant will be required to complete an Enhanced DBS Disclosure. In addition, this post is exempt from the Rehabilitation of Offenders Act and a self-disclosure is required for applicants shortlisted for interview.*