

Job Title:	11+ Mock Exam Co-ordinator
Permanent/temporary:	Temporary contract, 5 months, April to August 2023
Pay:	£30,000 – 40,000 full time annual equivalent (depending on experience)
Location:	SDE Head Office - Beaconsfield, Buckinghamshire
Work days:	5 days per week, <u>including work at weekends</u>
Holidays entitlement:	33 days annual equivalent (inc. bank holidays)

Susan Daughtrey Education (SDE) is a leading provider of 11+ exam preparation for 9 and 10-year-old children.

SDE conducts hundreds of “11+ Mock Exam Sessions” in multiple locations mostly in and around Buckinghamshire, Berkshire and North London between late April and early September. In this role you will be responsible for the successful oversight of the SDE 11+ Mock Exams. The Mock Exam Co-ordinator is responsible for smooth running of all operational aspects, liaising with venues, allocating staff, preparing Resources and as such is a crucial part of our programme to deliver the SDE 11+ Mock Exams.

We are looking for:

- Excellent leadership and communication skills
- Strong IT skills
- Very high levels of attention to detail (for the ‘perfect’ operation!)
- Experience of managing a team
- A collaborative approach - working well in a non-corporate, family business

Furthermore, the successful candidate will:

- Be Flexible in their working hours, including work at weekends (with days then taken off during the week)
- Passionate about helping children to reach their full potential in the 11+ exams

We are seeking someone who can learn quickly and oversee a successful, record-breaking 2023 operation.

Duties include:

- Ensuring up-to-date Risk Assessments are carried out and documented for each exam venue
- Arranging suitable staffing for each event - we have an existing group of capable and experienced 11+ Mock Exam Event Managers and 11+ Mock Exam Invigilators from previous years but some further recruits may be needed.
- Liaising with the various exam event venues in advance
- Communicating with parents in advance of the Session (for example, providing exam venue details in a pre-exam email)
- Recruiting additional temporary staff where necessary (with HR support)
- Event staff training, oversight and wellbeing
- The correct production and distribution/return of the exam equipment, attendance registers and exam paperwork
- Liaising with the Mock Exam Event Managers who are in charge of each Session and dealing with any issues as they arise
- Where appropriate, acting as the Mock Exam Event Manager at any Sessions that take place in the Tuition Centre located below the Head Office in Beaconsfield

To apply:

Send your CV and a covering letter to hkang@sde11plus.com

SDE is committed to child safeguarding. An Enhanced DBS and other background checks will be carried out on the successful applicant.