



June 2026

Dear Applicant,

Examinations Officer
Salary: Grade L6/SCP 21-25
37 hours per week/41 weeks per year

Thank you for your interest in this role, we are delighted you are considering joining our team.

The Thomas Alleyne Academy is a friendly and historic school in Stevenage, originally founded in 1558, with a long-standing reputation for being a happy and caring community. Our motto, "Achieving excellence through personal growth" serves as the foundation for everything we do, ensuring that every student is supported to reach their full potential and we are proud of the outstanding results achieved by our Year 11 and 13 students.

At the heart of our academy are three core values: **Courage, Determination, and Empathy**. We strive to empower our students to be brave in their learning, persistent in the face of challenges, and compassionate toward others. By combining a broad curriculum with a strong focus on character education, we prepare our young people to become resilient, independent thinkers who are ready for lifelong success.

The school is proud to be part of Chiltern Learning Trust, an outstanding and progressive multi-academy Trust in Bedfordshire. The Trust and school work together in a very supportive and collaborative way, offering a wealth of staff professional development.

Please look at both the school and the Trust website for further details. This is an ideal opportunity to make a real difference to the pupils and their life chances. If you wish to discuss this post further, please contact Mrs Stella Clark: clarks@tas.herts.sch.uk for an informal discussion.

The closing date for applications is **9am on Monday 22nd June 2026**. Please note that we reserve the right to close this vacancy early should a suitable applicant be found – early applications are therefore recommended.

We look forward to hearing from you.

Your sincerely

Melanie Cook
Head Teacher