

ADVERT ID 208093

## General

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### Public Jobs

1 WML Dublin Docklands D02 F206 Dublin D02 F206

<https://publicjobs.ie/en/>



### MAIN DETAILS

**Status:** Deactivated  
**Level:** Other Education  
**Date Posted:** Wed Feb 7 2024 15:14:00  
**Application Closing Date:** Thu Feb 22 2024  
**Status of Post:** Part-Time  
**Number of Vacancies:** 1

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### POST DETAILS

**Title:**  
Examinations and Assessment Manager English or Drama, Film and Theatre Studies

**Description:**  
The State Examinations Commission (SEC) has responsibility for the operation of the State Certificate examinations. Its remit includes the development, assessment, accreditation and certification of examinations, including the Leaving Certificate, Leaving Certificate Applied and Junior Cycle examinations.

The Examinations and Assessment Division (EAD) is the professional division of the SEC responsible for ensuring the quality and effective conduct of all of the Commission's examinations. This involves taking all necessary actions to maintain parity of standards in each subject from year to year and ensuring compliance with the requirements and procedures of the Commission. It involves ensuring that full account is taken of all relevant legislation in areas such as equality, anti-discrimination, special educational needs, etc. The EAD is also responsible for research and development in the organisation.

A vacancy currently exists in The State Examinations Commission for an Examinations and Assessment Manager English or Drama, Film and Theatre Studies.

Reporting to an Assistant Head of the Examinations and Assessment Division, the successful candidate will be responsible for preparing examinations and other examination related-material and managing the marking of examinations and the appeals process of assigned examinations.

While the SEC headquarters is located in Athlone, Co. Westmeath, Examination and Assessment Managers are located throughout the country.

The closing date for receipt of completed applications is 3pm on Thursday 22nd February 2024.

We are committed to a policy of equal opportunity and encourage applications under all nine grounds of the Employment Equality Act.

### APPLICATION REQUIREMENTS

Applications may be submitted by

**APPLY TO THIS JOB VACANCY**

**Apply To:** [info@publicjobs.ie](mailto:info@publicjobs.ie)  
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**Postal District:** Dublin 2  
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