



DOVER GRAMMAR SCHOOL FOR BOYS

Astor Avenue, Dover, Kent CT17 0DQ
Tel: 01304 206117 Fax: 01304 206074

Headteacher: Mr Philip Horstrup
www.dovergramboys.kent.sch.uk

Data Manager and Examinations Officer required for April 2019 (or sooner if available)

We are looking for a skilled and enthusiastic person who would relish the opportunity to lead on and have strategic oversight of the implementation, management and use of the school's data management systems. The successful candidate will also be required to manage all aspect of the school's examination systems.

It is essential that the successful candidate has knowledge and understanding of child protection policies and procedures and a good working knowledge of current best practice in school's examination requirements.

You will be joining DGSB at a very exciting time. We have a new Headteacher, who joined us in September 2018 and who is looking to develop further all the aspects of the school which make it such an enjoyable and rewarding place to learn and teach. As a school, we are also working tirelessly to build on our 2016 OFSTED 'Good' grading by developing innovative approaches to the curriculum and wider learning.

If you are passionate about working with young people, relish a challenge and feel you have the necessary skills for this post, please contact Tracey Ramsden, Headteacher's PA on 01304-216810, or alternatively email tramsden@dgsb.co.uk.

Applications should include a completed application form and supporting letter.

We are committed to safeguarding and promoting the welfare of our students and expect all staff to share in this commitment. The successful candidate will be required to undergo appropriate child protection screening including an enhanced DBS check.

Dover Grammar School for Boys is an Equal Opportunities Employer.
The closing date for applications is:

Thursday 28th February at 12 noon.