**KING EDWARD VI HANDSWORTH SCHOOL FOR GIRLS**

**Appointment of an permanent Examinations and Data Support Officer**

**Information for applicants**

1. This is a permanent, term time only position. The successful candidate would be expected to work term time only with 10 days in the Summer Holidays to cover GCSE and A Level Results Days and subsequent analysis. Monday- Friday 7:30am – 15:30pm (during exam period longer hours as required) inc. 30min lunch break.

1. The position is effective from 1st September 2017 though an earlier start date would be available if appropriate.
2. We are ideally seeking to appoint an experienced examinations officer to join this busy and very successful school from 1st September 2017, or earlier if available.
3. This is a senior administrative role with a substantial degree of responsibility and would therefore suit someone who has previously worked as an examinations officer though training is available for a suitable candidate who may not have held the role before.
4. The role requires the planning, management, running and administration of all the school’s external examinations as well as the administration of the entrance test for the school, in conjunction with the Schools of King Edward VI in Birmingham. Full details of the role are contained in the job description.
5. Excellent administrative, ICT and organisational skills are essential for this role as well as the ability to work independently as well as part of a team.
6. The school takes its responsibility for the safeguarding and safety of the students extremely seriously and applicants will be expected to demonstrate a clear understanding of their responsibilities in this area at all stages of the application process.

**Application Process**

1. If you wish to apply for the position please complete a school application form (available from the web site) as well as a covering letter (word processed, no more than two sides of A4, font size twelve) explaining why your experience to date makes you suitable for the position and why you would be keen at work at King Edward VI Handsworth School for girls. Both should be e-mailed to Mrs S Harvey at sharvey@kingedwardvi.bham.sch.uk

1. Please note that references will be obtained prior to the interview and one reference must be from your most recent employment. If this is currently within a school, references must include the Headteacher or senior line manager within the school.
2. Please do not hesitate to contact me on 0121 554 2342 or at awhittall@kingedwardvi.bham.sch.uk if you have any questions that you would like ask about the position or would like to visit the school before submitting an application.

The closing date for applications is **12 noon on Friday 23rd June 2017.**

A Whittall

Headmistress

June 2017