

**LITTLE HEATH SCHOOL**  
Little Heath Road, Tilehurst  
Reading, Berkshire, RG31 5TY  
Headteacher: Mr D J Ramsden



## **EXAMINATIONS OFFICER**

Required Immediately

We are seeking to appoint an enthusiastic and efficient Examinations Officer to join our current Examinations Officer. The successful applicant will work as part of a dynamic and innovative Examinations Team with the focus on developing the school examinations process. This post is a key appointment for the school. Monday – Friday, 37 hours per week SPG15-£27,803.00 p.a pro rata £23,567.00 p.a. (additional hours may be required but these will be paid as additional hours)

The person we are seeking will:

- have excellent communication skills both with adults and young people aged 11-18;
- have excellent ICT skills;
- be well-organised with good time-management skills;
- have knowledge of MIS (school data management software).

Little Heath School is a highly successful comprehensive school (1658 on roll, including 366 in the Sixth Form) situated in a pleasant semi-rural setting to the west of Reading, with good access to road and rail links. The school has recently benefited from a significant and transformational building project, opening a new £15 million main block in spring 2021.

This role has been identified as public facing in accordance with Part 7 of the Immigration Act 2016, and therefore the ability to converse at ease with pupils/members of the public and provide advice/instruction in accurate spoken English is essential for the post.

Little Heath School is committed to safeguarding children and promoting the welfare of children and young people; we expect all staff and volunteers to share this commitment. Little Heath School will ensure that all recruitment and selection practices reflect this commitment. All shortlisted candidates will be asked to complete a criminal records self-disclosure form and successful candidates will be subject to Disclosure and Barring Service (DBS) checks along with other relevant employment checks

**For an application form and information pack please email [recruitment@littleheath.org.uk](mailto:recruitment@littleheath.org.uk) . Please address supporting letter of application to the Headteacher. Closing date for the receipt of completed applications is Monday 30<sup>th</sup> September 2024. We reserve the right to interview before this date if a suitable shortlist is obtained, so early application is encouraged.**