



WAKEFIELD METROPOLITAN DISTRICT COUNCIL: EDUCATION DEPARTMENT

KETTLETHORPE HIGH SCHOOL MATHS & COMPUTING COLLEGE

Kettlethorpe Hall Drive Standbridge Lane Sandal Wakefield WF2 7EL : Tel: 01924 303510 (4 lines) : Fax: 01924 303514

Headteacher: Mr. T. Griffiths

Exam and Timetable Manager 37 hours per week – Term Time + 4 weeks (negotiable) Grade 8 – Actual Salary £24122.27 - £26373.31

Required from March 2012 (or February 2012 if possible) an Examinations and Timetable Manager, who will be required to manage the operational delivery of all aspects of internal and external examinations (including the timetabling, submission and invigilation). Experience of managing and organising examinations is essential along with budget management and team working.

The successful candidate will also work closely with the Senior Leadership Team in producing the whole school timetable using Facility. Training will be made available as required.

Past experience of working within an educational environment would be an advantage.

For an application form and job specification please send a stamped addressed envelope to the school for the attention of Mrs J Babbage to who completed applications should be returned **no later than Friday 20th January 2012**, or visit the school website at www.kettlethorpehigh.co.uk where an application form and further details can be downloaded.