



Woodstock Road, Witney, Oxon, OX28 1DX
Web Address: www.wgswitney.org.uk
Tel: 01993 702355 Email: office@wgswitney.org.uk
Head Teacher: Mr R W Shadbolt
Contact: Mrs Faith Green, HR Officer

Exams Manager
Grade 8
25 hours a week
Term time only, plus 6 days in August

Wood Green School is a growing, popular, 11-18 mixed comprehensive school with an excellent academic and pastoral reputation. It has a thriving Sixth Form.

We are looking for an Exams Manager to ensure the efficient administration of examination entries and examination results, in line with legal requirements and school policies and providing support and information regarding examination procedures and results.

The ideal candidate will have high level administration and organisational skills, excellent IT skills and the ability to communicate with staff and students

For a full job description and an application form please visit our school website:
www.wgswitney.org.uk

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

Hours: 25 hours per week
Pay scale 8: Actual salary range: £14,038- £15,570

Closing Date: 1st March 2019 (12 noon)