

**TRINITY CATHOLIC HIGH SCHOOL
(Science and Sports College)**

Headmaster: **Dr P C Doherty OBE, B.A., D.Phil (Oxon), F.R.S.A.**
Main School Office: Mornington Road, Woodford Green, Essex, IG8 OTP
Telephone: 020 8504 3419
Website: <http://fc.tchs.uk.net>

Examinations Manager

Temporary

Required as soon as possible

34 hours per week - 46.4 weeks per year

Salary Scale 6 (Range 26- 28). £25,242-26,805 dependent upon experience (full time equivalent)

Trinity Catholic High School wishes to appoint an experienced Examinations Manager as soon as possible. The successful applicant must be organised, flexible and computer literate. The candidate must have relevant experience and excellent knowledge of the SIMS system.

Trinity Catholic High School is committed to safeguarding children; successful candidates will be subject to an enhanced Disclosure and Barring Service check.

Please note that due to high volumes of applications only shortlisted candidates will be contacted.

We can only accept our standard application form and not CV's. Please download this from our website. If you have any queries, please contact Mrs Samantha Gillary on 020 8504 3419 ext 170 or sam_gillary@fc.tchs.uk.net for further details.

Closing date for receipt of completed application forms is **Sunday 18th March 2018.**