Dear Applicant

Thank you for showing an interest in the role of Exams Officer at Lavington School. This is a full-time, permanent position with effect from September 2021.

Lavington School is an 11-18 mixed comprehensive school which is oversubscribed and successful. We currently have 916 pupils on roll, including 88 in our Sixth Form which operates as a satellite of Devizes School.

We are looking for a highly organised, committed individual with an eye for detail and accuracy. Experience of managing examinations within a school is desirable but we are also looking for individuals with project or event management experience. You will need strong communication skills and be able to work flexibly in a fast-paced environment.

All of the information you need about this job, including an application form, is available on the school’s website. This job involves working with young people and is deemed a regulated activity, under Section 175 of the Education Act 2002 and as such we will be required to complete identity checks for successful person. You must submit a fully completed application form if you wish to be considered for this position.

If there is any information missing, we may have to disregard your application, or withdraw any offer of employment, if information comes to light at a later date that that was not disclosed during the recruitment process.

I hope that this application pack will assist you in making a decision to apply for the post. In the event you do wish to apply, you should complete an application form and email it, together with a covering letter of no more than two sides of A4, to Morgan Davies, Finance & HR Officer, at m.davies@lavington.wilts.sch.uk to arrive no later than **Monday 22nd February** at 3.00 p.m. Unfortunately, we will not be in a position to contact unsuccessful candidates; therefore if you have not been contacted by **Friday 5th March** please assume you have not been shortlisted on this occasion.

We positively welcome informal visits to the school by prospective applicants which will be carried out in accordance with current covid restrictions. If you wish to visit please contact Tracy Wilkinson, Head’s PA on t.wilkinson@lavington.wilts.sch.uk or 01380 812352. In the event you require further information, please do not hesitate to contact me. We look forward to meeting with you.

Yours sincerely,

Ralph Plummer

Head of School