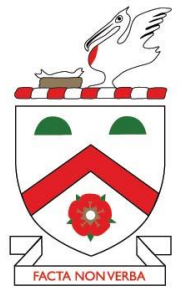


FRED LONGWORTH HIGH SCHOOL



December 2021

Post: Exams Officer

Dear Colleague

Thank you for showing an interest in our school and in this important post. You have a copy of the detailed job description in your pack, but please feel free to contact me to discuss the post if you are unsure about anything. If you would like to discuss anything further please contact Mrs Marland, Headteacher's PA on MarlandD@flhs.wigan.sch.uk.

Fred Longworth High School is large secondary school with 1300 students on roll. It is a good school with an excellent reputation for innovative teaching and learning. Our reputation locally means that we are always over-subscribed and we pride ourselves on the strength of our relationships with students and parents. The successful applicant will be joining the school at an exciting and significant time. Early next year, work will start on the complete rebuild of our premises, ensuring that Fred Longworth High School has state of the art facilities.

The successful applicant will be joining a well-established and supportive administration team. The team will go out of their way to make you feel welcome. The appointed candidate will be in the fortunate position in that our previous examinations officer will still be working in the school but in a different role. The appointed person will benefit from a high level of support which will help them transition into the role.

We are seeking to appoint either an experienced exams officer or a high level administrator with the potential to be trained and developed into the role. If you feel that you have the skills and suitable experience, we would be delighted to receive your application. The grade and salary will be determined by the experience of the appointed candidate.

Please ensure that you complete the application form in full. In your application, please outline how your experiences to date will allow you to fulfil the role at Fred Longworth High School. The application should be sent to Mrs Marland, the Headteacher's PA. The closing date for applications is 12pm Friday 14th January, with interviews being held shortly afterwards. We are hoping that the appointed person will be able to start with us in February.

Due to the nature of this role, you will be required to have an enhanced DBS.

Thank you once again for your interest in our school. I look forward to receiving your application.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Paul Davies', with a long horizontal flourish extending to the right.

Mr Paul Davies
Headteacher