

Headteacher's Welcome

Thank you for enquiring about the post of Exams Officer at LGGS. This is a permanent full time post (37 hours) with effect from 1st July 2019 if possible and 1st September at the latest. It is graded at point 11 to 19 on the support staff scale depending on qualifications and experience. The actual salary is in the range of 20,231 to 23,704. The post is term time only plus 15 days. It is essential that the Exams Officer is available to work for the GCSE and A level results days in August.

LGGS is an outstanding school and that is not only our opinion. Ofsted have rated us outstanding in the last 4 inspections, the most recent being in June 2009. However as a school we are not complacent. Our culture is self critical and open to new ideas, with a constant emphasis on improvement. In January 2011 we converted to academy status.

We are a medium sized school (920), big enough to offer a wide curriculum but still small enough to feel friendly and supportive. Our house system, numerous school events and many mentoring programmes all help our girls feel part of the school community. Our pupils and Sixth Formers are a delight. They are well motivated and enjoy learning. Behaviour and attendance are excellent.

Our intake into Year 7 has increased to 140 in September 2016. We are heavily oversubscribed and admission is by an entrance test which the girls sit in the September of Year 6. On entry they are placed in forms and they are taught in these forms for most subjects in Years 7 to 9. We run a traditional academic curriculum with a Language compulsory at KS4. The school is well resourced and all classrooms have interactive whiteboards.

We are looking for someone with experience of working in a school environment. They must have excellent IT skills and be familiar with school administration systems such as SIMS. The ability to cope with a demanding workload at pressure points of the year is essential as is that ability to manage their own time efficiently. The exams officer lead a large team of part time invigilators as well as dealing directly with staff, students and parents so good communication skills are vital. Minimum educational qualifications are 5 GCSEs or equivalent at grade C and above including Maths and English.

LGGS is an exciting place to work. The ethos of the school is very friendly and welcoming, with excellent relations between pupils and staff. Staff have high standards both of themselves and their pupils.

Closing date for applications - 12 noon on Monday 3rd June

**If you have not heard from us by the end of June,
assume your application has been unsuccessful.**

Application Process

Please complete the application form and provide a supporting statement (on no more than two sides of A4). The supporting statement should address your particular strengths and how your experience to date has prepared you for this particular role.

Applications may be submitted on email to applications@lggs.lancs.sch.uk or by post.

LGGS is committed to safeguarding and promoting the welfare of children. We expect all staff to share this commitment.

Appointments made are subject to an Enhanced Disclosure and Barring Service check.

I do hope that you find the above information useful and I hope it helps you in deciding to make an application.

If you require any more information or wish to discuss the post on an informal basis, please do not hesitate to contact me.

Mrs Jackie Cahalin
Headteacher