



Ricards Lodge High School

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Opportunities at Ricards Lodge High School

Examinations and Assessment Officer

Merton Scale ME9 (£27,525.00 - £29,223.00) pro-rata (35hrs / 42 weeks per year)

We are currently recruiting for an enthusiastic and experienced Examinations and Assessment Officer. The key responsibility is to manage the administration and co-ordination of all internal and public examinations and associated processes and to ensure that all students sit examinations in line with the exam processes and regulations. This will also include responsibility for all exam entries, smooth running of the exam timetables and invigilation requirements.

RR6 Office Manager

Merton Scale ME6 (£19,719.00 - £21,768.00) pro-rata (35hrs /42 weeks)

We are also looking for an Office Manager to run our busy 6th form office. The duties are varied and as well as general administration will include managing access to the building, meeting visitors from the main reception, arranging transport for trips and visits, data imputing, updating Attendance records on SIMS database.

Administrative Assistants

Merton Scale ME5 (£18,324.00 - £19,374.00) pro-rata (35hrs /39 weeks)

We currently have vacancies for experienced Administrators. You will need to be able to liaise with staff, students, parents and members of the public and be flexible in supporting the needs of the school.

The successful candidates for all these roles will have exceptional organisational skills, high levels of accuracy along with good ICT skills.

Ricards Lodge High School is a successful and vibrant multi-cultural comprehensive school for girls with a co-educational 6th form, RR6. We have high expectations of our students and provide a dynamic and stimulating environment in which they can learn and develop as individuals.

We are committed to safeguarding and promoting the welfare of children and expect all staff to share this commitment. Successful candidates will be subject to an enhanced DBS check.

To apply, please visit www.ricardslodge.merton.sch.uk

Closing date: 12 noon - Thursday 6th October 2016

We offer a full induction programme for all new staff with a superb range of CPD opportunities.

Educating Successful Women of the Future

