



School of  
**CHARACTER**



- New school completed September 2016 with additional new facilities coming online in 2023/24.
- Good School with Outstanding Features (Ofsted 2018)
- Pupils are well-behaved and courteous (Ofsted 2018)
- Impressive award winning curriculum on character education (Ofsted 2018)
- A commitment to continuing professional development
- A full programme of induction and support for all new staff
- Platinum Arts Mark Status

## KINGS LANGLEY SCHOOL

LOVE LANE, KINGS LANGLEY  
HERTFORDSHIRE WD4 9HN

Tel: 01923 264504

Email: [admin@kls.herts.sch.uk](mailto:admin@kls.herts.sch.uk)

### Data, Examinations and Admissions Officer

Grade H5

**Actual Salary Range: £22,596 - £24,589**

37 hours per week - Term Time Only plus 3 weeks

#### Working hours:

Monday – Thursday 8.30am-4.30pm Friday 8.30am-4.00pm

#### Exam week working hours:

Monday – Thursday 7.30am-4.30pm Friday 7.30am – 4.00pm

**Do you want to work in a successful and happy school with access to high quality professional development, supportive colleagues and excellent facilities?**

We are looking for a conscientious and committed Data, Examinations and Admissions Officer to take responsibility for the running and administration of our internal and external examinations alongside the administration associated with Data and Admissions.

The successful candidate will be self-motivated, well organised and will have an excellent knowledge of Excel as well as excellent IT skills. Good communication skills are essential as well as an approachable and flexible manner.

Please contact Mrs. Shurle Woodhouse ([woodhouses@kls.herts.sch.uk](mailto:woodhouses@kls.herts.sch.uk)) if you require any further details.

**Closing Date: Monday 11<sup>th</sup> March 2024 at 9am**

The school is committed to safeguarding children and young people. All post holders are subject to a satisfactory enhanced Disclosure and Barring Service (DBS) check.

