



Database Manager and Examinations Officer

Full Time

Required as soon as possible

Queen Anne's is one of the country's leading independent boarding and day schools for girls of 450 pupils, aged 11-18.

We are seeking to appoint a Database Manager and Examinations Officer for this academically selective and dynamic school.

The successful candidate will:

- provide strategic and operational management of the school database
- oversee all aspects of examinations
- be motivated, organised and resilient
- be committed to a boarding and day school ethos

Having an in depth knowledge of Schoolbase, SIMS or similar package would be desirable.

Queen Anne's is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS).

Closing date for applications: 12th December 2015

Full details of this position and how to apply are available from <http://tinyurl.com/7peqo66> or by emailing HR@qas.org.uk

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