

Internal Vacancy



**THE SCHOOLS OF
KING EDWARD VI
IN BIRMINGHAM**

In pursuit of educational excellence for all

Admissions Officer, Foundation Office: Salary: Circa £25,000 PA

This post will be based at the Foundation Office in Edgbaston. The role involves the administration and publicity of the entrance test and pupil recruitment for eight grammar schools.

Applicants should have proven administrative experience, excellent communication skills, be methodical with meticulous attention to detail and have experience and skills in the use of databases including Excel. A good level of education is essential.

Further information about the Foundation and an application pack for this post can be found at: www.kingedwardsfoundation.co.uk

Application information may also be obtained from:
**Foundation Office, The Schools of King Edward VI in Birmingham,
Edgbaston Park Road, Birmingham, B15 2UD**

Telephone: 0121 472 1147
Email: personnel@ske.uk.net

Closing date for applications: 16th September 2016

The Schools of King Edward VI in Birmingham is an educational charity supporting eight secondary schools and 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).