

Vacancy for Examinations, Post 16 & WEX Coordinator

Application Closing Date:	Thursday 15th May 2025 5pm
Interview Date:	Tuesday 20th May 2025
Start Date:	September 2025
Salary:	H4.1-H4.4
Hours:	34 hours & 25 mins per week (plus 25 mins unpaid break) - Term time plus Inset days (Mon-Wed 8.30am to 4pm, Thurs/Fri 8.30am-3.30pm)

Are you passionate about making a positive impact on young people's lives? We are delighted to offer an exciting opportunity to join Pinewood School at a crucial time of growth and improvement.

Pinewood School has a vacancy for an Examinations, Post 16 & Work Experience Coordinator.

We cater to approximately 210 pupils in School Years 7 to 11, all of whom have Education, Health, and Care Plans. Our students face a range of learning difficulties, autism, and speech, language, and communication needs. Your expertise will help them develop the confidence and independence they need to thrive in the community.

At Pinewood, our students are at the heart of everything we do, and we are looking for an individual who:

- Believes that students should be central to all decision-making.
- Is hard-working and resilient.
- Demonstrates creativity and a solution-driven approach.
- Possesses strong skills in building and maintaining relationships.
- Embraces challenges with enthusiasm.

Experience working in a Special School is not a prerequisite. More importantly, we value enthusiasm and a willingness to develop within this exciting, challenging, and rewarding area of education.

Why Pinewood School?

- **Students:** An opportunity to work with an amazing cohort of pupils
- **New state-of-the-art building:** A brand-new school building, due for completion by late 2025/early 2026.
- **Free Parking:** Enjoy the convenience of free on-site parking

We reserve the right to close this vacancy early if we receive sufficient applications for the role. Therefore, if you are interested, please submit your application as early as possible.

Please look at our website for further information about the school: <https://www.pinewood.herts.sch.uk>

- **Rural Location:** Experience the charm of a peaceful rural setting
- **Employee Wellbeing Services:** We offer a comprehensive wellbeing package to support our staff.

If you are ready to work hard, make a valuable impact, and explore how an imaginative curriculum can open up life choices and opportunities for our students, then we would love to hear from you.

We encourage you to visit our website to learn more about our vision and values.

To arrange a visit or for further information, please contact us at our school office on admin@pinewood.herts.sch.uk or call 01920 412 211, option 2.

We look forward to hearing from you.



Miss T Howarth

Headteacher

****Please note that we cannot accept CVs and applications will only be accepted on Pinewood application forms. Please Return application forms to PA to Headteacher at j.morcom@pinewood.herts.sch.uk**

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