

**RAISING
ACHIEVEMENT,
REMOVING
BARRIERS
FOR EVERYONE.**



TOWER HAMLETS

COLLEGE

Senior Examinations Officer

(Ref.QSo8)

£23,190 - £24,546 pa inc

Tower Hamlets College is a leading education provider in East London. We have over 6,000 adult students in full or part-time study, and a further 1,600 students at our Sixth Form College.

You will be responsible for the day-to-day operations of a busy examinations department. Managing a small team of staff and with sole responsibility for an area of examinations, you will have considerable experience of examinations work, ideally in a further education college. Experience of using Student Record Databases to record examination entries and results will be a pre-requisite. A track record of successfully managing staff and using EDI would be desirable.

This post would ideally suit someone working as an Examinations Officer who wants to move up to the next level.

For further information and an application form, please contact Human Resources, Tower Hamlets College, Poplar High Street, London E14 0AF.

Tel: 020 7510 7912 (24 hour answerphone). Fax: 020 7510 7911.

Minicom: 020 7531 6759. E-mail: recruitment@tower.ac.uk

Closing date: Friday, 21st March 2003.

Please visit our website: www.tower.ac.uk/vacancies

Tower Hamlets College is committed to the effective implementation of its Equal Opportunities Policy.



INVESTOR IN PEOPLE