

INTERNAL VACANCY ASSISTANT DEPUTY HEAD ACADEMICS

The School Executive has approved the creation of the above new position. The purpose of the role is to support the Deputy Head with regards to the daily running of the academic programme at the College, as well as being integrally involved in the strategic implementation of an academic vision suitable for a future – fitting Bishops.

The role will include but not be limited to:

- Management of Academic Administrative Platform (at present Pencil Box)
- Timetabling
- Substitution
- Assist with school examination administration
- Overseeing CEMIS
- Academic Transcripts
- The academic programme of student teachers and interns
- Grade 8 Laptop procurement programme

Experience and skills required:

- Previous experience in dealing with academic matters at all levels
- Very strong ICT skills, especially the use of Excel
- Proven organizational and time - management skills
- Innovative thinking and creative problem-solving

The successful candidate should have a proven interest in curriculum innovation and will be expected to actively engage with all matters pertaining to the efficient and dynamic running of the academic portfolio at the College.

Interested candidates should contact Guy Pearson by 11 February 2019.