

EXAMS ASSISTANT – TERM TIME PLUS 4 DAYS FOR EXAM RESULTS DAYS - With the flexibility to work 5 days during exams season

Hours	19.5 hours worked over three days
Salary	FMAT Pay Scales, Scale 3, (FTE £20,344-£21,589) Actual Salary: £9,541 – £10,125
Closing Date	09:00 on Friday 24 th January 2020
Interview	Week Commencing 27 th January 2020
Start Date	As soon as possible
Contact	Jenny Piper on 0121 378 1288 or j.piper@fairfax.bham.sch.uk

Fairfax is an academy with traditional values, and an ethos built around hard work, high expectations and opportunity. Our aim is to ensure that our students leave the Academy prepared to succeed in the next stages of their careers, education and training.

We believe that every child should leave high school proud of the young adult they have become, and that every youngster attending Fairfax deserves the opportunity to thrive in an atmosphere where high expectation meet endless possibilities.

The successful applicant will support the Exams Officer in all aspects of the organisation and administration of all internal and external examinations within the School. Experience of national exam administration would be an advantage, good organisational, communication and IT skills are essential.



PART OF THE FAIRFAX MULTI-ACADEMY TRUST