



Job Advert



Assistant Examinations /Administration Officer

Permanent, 20 hours per week, term-time, including INSET days and 1 week during summer holidays.

**NJC Grade 6 £22,777 - £24,948 per annum pro rata
(Actual salary in the region of £10,796 - £11,825 per annum)**

Faringdon Community College is seeking to appoint a positive and enthusiastic Assistant Examinations / Administration Officer.

Working mainly with the Examinations Officer, you will ensure that all aspects of examinations administration are dealt with in a professional, timely and accurate manner. You will assist with the administration, organisation and smooth running of both the public and internal examinations. With excellent administrative skills and attention to detail, you will have experience or knowledge of the school examinations system, although full training will be provided. Other general school administrative tasks will be undertaken as directed. Effective organisation skills and the ability to manage and prioritise tasks effectively are essential and availability to work flexibly throughout the year and particularly during busy exam periods is required.

Faringdon Community College (FCC) is a successful and well-established 11-18 co-educational secondary comprehensive school, which embraces the idea of lifelong learning and community education.

As a dynamic organisation, we are always looking for new ideas and ways forward. Our strong and motivated team of teaching and non-teaching staff are committed to providing the best education they can and have an energy and enthusiasm which makes FCC a rewarding place to work.

If you have any questions, would like any further information or would like to arrange an informal visit to the school, please contact our Trust HR Team, by emailing recruitment@faringdonlearningtrust.org

For more information, including a copy of the job description, please visit our website

<http://www.fccoxon.co.uk/vacancies/>

Online applications can be completed at <https://faringdonlearningtrust.org/work-for->

Closing Date for applications: 9am on Wednesday 1st February 2023

Interviews will take place week commencing Monday 6th February 2023

Faringdon Community College and Faringdon Learning Trust are committed to safeguarding and promoting the welfare of all children and preventing extremism. We expect all staff and volunteers to share in this commitment. All post holders in regulated activity are subject to appropriate vetting procedures and a satisfactory Disclosure and Barring Service (DBS) Enhanced Check. Shortlisted candidates will be subject to online searches for publicly available information.

Faringdon Learning Trust is an equal opportunities employer and we welcome applications from a range of backgrounds to represent diversity in line with our schools' community.