

Exams & Data Assistant

37 hours per week - Term Time & Inset + 2 Weeks in School Holidays

Grade 14 point 4–6 £23,114 – £23,893 per annum, pro rata

Actual Salary £20,808 - £21,510

Start Date: ASAP

Frome College is looking to appoint an **Exams & Data Assistant**. The successful candidate will support and assist the Data & Assessment Manager in all aspects of the examination process, as well as providing administrative support in the provision and delivery of all school related data and information. This post is paid on the basis of a 37 hour week and 41 working weeks. Working hours and days will be organized on an annualized hours basis. This means that the person appointed will be required to work flexibly and undertake longer working days, during particularly busy examination periods, which will be balanced by shorted working days at quieter periods. Busy periods may include school holiday times.

To be considered, you will need to demonstrate the following:

- strong, effective communication and interpersonal skills
- a calm and professional manner
- experience in using MS Office, with good working knowledge of Excel
- excellent co-ordination and administration skills
- able to prioritise and manage a busy workload
- be a team player, whilst confident to also work on own initiative
- have a great sense of humour!
- Prior school experience would be an advantage, but full training will be provided.

We offer the successful candidate:

- opportunity to be part of a strong community and supportive workforce.
- a calm and welcoming environment which enjoys a large amount of green, open spaces.
- supportive induction programme and CPD opportunities.
- free parking.
- onsite catering and nursery.
- 'My Staff Shop' benefits – including Cycle to Work scheme.
- discounted access to leisure centre including gym and pool (located next to the college).

Frome College is a successful, vibrant, and forward thinking 13-19 Upper School with approximately 1200 students. It is a fast-moving school undergoing exciting and rapid regeneration. We are based on a stunning campus in easy reach of Bath and Bristol. Frome itself is a thriving market town, with a vibrant artistic community with the renowned Frome Festival, monthly Sunday market and many restaurants and 2 theatres, one of which is on campus.

Closing Date: Midnight – Sunday 14th April 2024

Please visit our website for details on how to apply: www.fromecollege.org/join-us/vacancies

Applications should be completed in full and returned by email to: fccrecruitment@fromecollege.org

This post requires a criminal background check via the Disclosure Procedure