

## **Exams Officer**

### **Grade 13, SCP 6-11**

**£19,698 - £21,748 per annum, pro rate**  
**Actual Salary £17,656 - £19,493**  
**Term Time & Inset + 2 weeks in school holidays**  
**37 hours per week**  
**8am-4pm Mon-Thu, 8am-3.30pm Friday**  
**Start Date: Jan 2022 or ASAP**

Frome College is looking to appoint a well organised, accurate and methodical **Exams Officer** who has excellent communication, IT and analytical skills and who has a calm and professional nature. You will be part of a fantastic team, whilst working on your own initiative to manage your own workload to ensure all commitments are met.

**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.

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.

Benefits of working at Frome College offers the opportunity to be part of a strong community and supportive workforce. Free parking, onsite catering, nursery and discounted access to leisure centre. Employees also have access to various opportunities and benefits as part of 'My Staff Shop' with Somerset County Council including Cycle to Work Scheme.

**Closing date: Friday 3<sup>rd</sup> December (8am)**

**For more information or details on how to apply please visit:**

**[www.fromecollege.org/join-us/vacancies](http://www.fromecollege.org/join-us/vacancies)**  
**or email: [FCCRecruitment@fromecollege.org](mailto:FCCRecruitment@fromecollege.org)**

*This post requires a criminal background check via the Disclosure Procedure.*