



William Brookes School

Farley Road, Much Wenlock

Shropshire, TF13 6NB

01952 728 900

www.williambrookes.com

The
3-18
Education
Trust

Exams Officer

30hrs/wk*, Term Time Plus 2 Weeks

Grade 8, Points 18-22

(FTE Salary £27,344 - £29,439)

Actual Salary £19,555 - £21,054

Required As Soon As Possible

***Flexible working pattern considered for the right candidate in line with the Exam Periods.**

William Brookes School is looking to recruit a highly efficient and organised person to the post of Exams Officer to oversee all aspects of examinations management in the school.

Having the ability to organise your working hours in a way that suits the post, whilst not compromising your hours and standard of work to meet the demands of examinations within our school, offers work-life balance to the successful candidate.

An application form and full details of the post can be found on the school website <http://www.williambrookes.com/about-us/vacancies.php>

The closing date for applications is 12.00 noon on Thursday 30th March 2023

Interviews will be held shortly after the closing date.

Full details of the post can be found in the Applicant Information Pack is available on the school website <http://www.williambrookes.com/about-us/vacancies.php>

William Brookes School, is part of The 3-18 Education Trust, a multi-academy trust with students aged from 3-18 and which works collaboratively to provide interesting and exciting opportunities for staff to share ideas, resources and expertise, for the benefit of the students.

The 3-18 Education Trust is committed to safeguarding and promoting the welfare of children and young people, as such this post requires acknowledgement and understanding of safeguarding and child protection policies which can be found on the school website. Successful candidates will be subject to an enhanced DBS check and satisfactory references.

