

Exams Assistant

Turves Green Boys' School

Turves Green, Birmingham, West Midlands B31 4BS

Full Time – 37 Hours Per Week. Term Time Only Plus 1 Week

Actual Salary £17,071 - £17,760

(FTE £19,521 - £20,309)

6-month training package provided alongside probationary period.

If successfully passed there will be progression to Exams Officer with increased salary.

We are seeking to appoint an Exams Assistant to assist in the smooth running and administration of public examinations and to liaise with staff, students, parents and Examination Boards in respect of examination requirements, entries, results and communications, ensuring that the school adheres to all Awarding Bodies' regulations.

We will offer you:

- High standards and expectations in everything that we do
- A caring and inclusive school with supportive, enthusiastic, and dedicated colleagues, parents, and Trustees
- Excellent pupil behaviour
- And many other opportunities, details of which are available on our website

For further details and an application form visit the Trust website at www.matrixacademytrust.co.uk/vacancies

Completed applications should be sent via email to jtill@tgbs.co.uk

Application Deadline: Friday 20th May 2022

Please note we reserve the right to remove any advertised role early.

Matrix Academy Trust is committed to safeguarding and promoting the welfare of children. All appointments are subject to an enhanced DBS clearance and pre-employment checks in accordance with Keeping Children Safe in Education.