



Tile Cross Academy
Gressel Lane, Birmingham B33 9UF
email: enquiry@tilecrossacademy.com

Number on roll: 650

CEO: Mrs Bev Mabey

Head of Academy: Mr Chris Etheridge

Examinations Officer (GRADE 3) - £19,819- £25,463 pro-rata
36.5 hours per week TTO plus 2 weeks- Permanent

Required ASAP

Tile Cross Academy require an Examinations Officer to join our small, friendly and very effective team providing invaluable support to learners in our successful and thriving multi-cultural school.

We are looking for an experienced, self-motivated and flexible person to provide an efficient and effective service to the Academy. The Examinations Officer is responsible for the administration and organisation of all aspects of external and internal examinations in accordance with the regulations laid down by the awarding bodies and Line Management of a team of external invigilators.

The aim of the Washwood Heath Multi Academy Trust is to provide the best possible learning opportunities for the young people within the areas it serves. The Multi Academy Trust will provide the staff and services needed to administer, organise and deliver these provisions of the highest quality.

Tile Cross Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An enhanced DSB check is required for all successful applicants.

This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent and spoken English is an essential requirement for this role.

For full Job Description & Application form, please see school website or
email c.holmes@tilecrossacademy.com

Closing date for applications: 12 noon Friday 8th February 2019