



## Cover, Data & Exams Administrator

Required Immediately

NJC Grade 6 (SCP 9-12) £25,119 to £26,421; Approx. pro-rata salary £23,283pa

37 hours per week term time only, plus 5 INSET days and 3 additional weeks in the summer holidays.

7:00am – 3:00pm Monday to Friday with 30-minute unpaid lunch break

Felpham Community College is an 11-18 local authority, mixed comprehensive with 1600 students on roll and a successful sixth form. In March 2019, our one-day, short OFSTED inspection confirmed our OFSTED 'Good' status originally achieved in January 2016. This is an exciting time to join Felpham following the opening of our £11.5M new build programme in late 2019, providing outstanding facilities for our students and staff.

We are seeking to appoint an enthusiastic Cover, Data and Exams Administrator to join our established team. The successful applicant will be responsible for the day-to-day deployment of cover and supply teachers and room changes to ensure the smooth running of lessons. Working as part of the cover, data & exams team, providing a flexible resource under the direction and guidance of the Data and Exams Manager.

Please visit our website ([www.felpham.com](http://www.felpham.com)) for more information and an application pack.

We ask that candidates submit their application to [jobs@felpham.org.uk](mailto:jobs@felpham.org.uk)

Closing date for applications is: **10.00am Friday 22<sup>nd</sup> November 2024**

**Interview dates to be advised.**

As a Unicef Rights Respecting Gold Award school, FCC is committed to safeguarding and promoting the welfare of young people. This post is subject to an enhanced DBS check; online searches may be done as part of due diligence checks.

