

## **GENERAL ADMINISTRATOR – Term-time plus 3 weeks (per annum) to cover a maternity leave**

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<b>Hours</b>	<b>37 hours</b>
<b>Salary</b>	<b>FMAT Pay Scales, Scale 3, (FTE £20,344-£21,589) Actual: £18,962 - £20,122 per annum</b>
<b>Closing Date</b>	<b>09:00 on Friday 28<sup>th</sup> February 2020</b>
<b>Interview</b>	<b>Week Commencing 2<sup>nd</sup> March 2020</b>
<b>Start Date</b>	<b>June/July</b>
<b>Contact</b>	<b>Jenny Piper on 0121 378 1288 or <a href="mailto:j.piper@fairfax.bham.sch.uk">j.piper@fairfax.bham.sch.uk</a></b>

Fairfax is an academy with traditional values, and an ethos built around hard work, high expectations and opportunity. Our aim is to ensure that our students leave the Academy prepared to succeed in the next stages of their careers, education and training.

We believe that every child should leave high school proud of the young adult they have become, and that every youngster attending Fairfax deserves the opportunity to thrive in an atmosphere where high expectation meet endless possibilities.

We are looking for a motivated individual who will work as a member of a small team. You will need the ability to remain calm and professional in a busy environment, communicate effectively and be well organised. Recent administrative/reception experience along with excellent ICT skills and attention to detail are essential requirements for this position.



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# FAIRFAX

MULTI-ACADEMY TRUST