



CLERICAL ASSISTANT – EXAMINATIONS ADMINISTRATION

- Closing Date:** 9.00am - Tuesday 7 January 2025
- Interview:** Thursday 9 January 2025
- Salary:** Local Authority Grade 3 £24,404 per annum. £12.65 per hour including allowance for holiday pay
- Contract type:** Part Time
- Contract term:** Casual
- Required by:** As soon as possible

We require a Clerical Assistant to work as part of our Examinations Team on a variety of tasks under the supervision of the Examinations Officer to support the smooth running of internal and external examinations.

The successful candidate will have excellent administrative skills, computer literacy and be highly efficient and organised. They will be able to deal sensitively with a variety of situations with staff, exam invigilators, students and parents. A calm, flexible approach, especially during busy examination days is essential.

This is a casual post which would suit someone with the flexibility to make themselves available for the equivalent of approximately thirteen weeks per year (currently early January, before/after Easter and from mid-May to the end of June). This is scheduled at the beginning of each academic year. The job description is generic but the successful candidate's role will link specifically to examinations. During busy examination periods the role requires a substantial number of full day commitments.

King Edward VI School is a popular 11-18 comprehensive school rated Good by OfSTED in 2022 whereby it was noted that 'Leaders have high expectations for pupils and staff at King Edward VI School.' And that the 'Values of well-being, collaboration and aspiration underpin the community.' The school is well-regarded within the community and has a reputation for high quality teaching.

For further information and all the documents you will need to make an application, please visit our website www.keslichfield.org.uk email: office@keslichfield.org.uk or telephone 01543 255714.

This school is committed to safeguarding and promoting the welfare of children and young people/vulnerable adults and expects all staff and volunteers to share this commitment.

This position is subject to a criminal records check from the Disclosure & Barring Service (Formerly CRB) which will require you to disclose all criminal convictions.