

“A mature and harmonious learning environment.” Ofsted

ASSISTANT EXAMS OFFICER and DATA ASSISTANT

Part time: 37 hours per week, term time only + 1 week

FTE salary: £24,983 - £26,234 (pay award pending)

Closing date for applications: Monday 30th September, 9am

Start date to be negotiated – as soon as possible

The Examinations and Data Officer role is a professional support staff role which requires a high level of administrative skills. This Assistant role would suit someone looking to begin a career in school Examinations administration as full training will be given.

The role is based around assisting the Examinations Officer with providing organised and clear management of the college's internal and external examinations in accordance with the Joint Council for Qualifications (JCQ) regulations, thereby helping to maintain the integrity of the assessment process; as well as processing internal assessment data.

This is an annualised, term time contract. The average working hours are 37 hours per week. Hours are flexible and will require more hours in peak times and fewer hours in non-exam periods. The post holder must be available to work over GCSE and A level results days.

To apply please complete the support staff application form which can be found at www.freman.org.uk/the-college/people/job-vacancies/how-to-apply and accompany it with a covering letter detailing how your experience, skills and qualities equip you for the post.

Applications can be posted to the college or emailed to admin@freman.org.uk.

If you would like to have a tour of the college or discuss the post, please telephone to speak with the Business Manager, Sam Hebditch on 01763 271818.

Deadline for applications: **9am on Monday 30th September 2024**. We reserve the right to close the advertisement early for an exceptional candidate.

Freman College is an equal opportunities employer. The college has a commitment to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. It is an offence to apply for this role if you are barred from engaging in regulated activity relevant to children. The successful candidate will be required to undertake child protection screening including online searches, checks with past employers and an Enhanced Disclosure via the Disclosure and Barring Service.