

MONKSEATON HIGH SCHOOL

13 – 18 Mixed Comprehensive

Seatonville Road, Whitley Bay, Tyne & Wear NE25 9EQ
Telephone: (0191) 2979700 Fax: (0191) 2979701

Job Title: Exams /Data Assistant

Scale: Grade 5 Salary: £15,068 – £16,474 p.a. pro rata (195)

Closing Date: 12th July 2017 – 11am

Contract: 1 Year fixed term (1st September 2017)

Hours per week: 37 plus specified days

Work Pattern: 8am – 4pm (Mon-Thurs) 8am-3.30pm (Friday)

We are seeking to appoint an experienced, enthusiastic, self-motivated and flexible individual, to be responsible for all aspects of the the day-to-day efficient and effective running of the administration of internal and external exams and support with data across the school. This will include contributing to the planning, development and monitoring of exams/data and responsibility for the monitoring of the Exams budget in accordance with financial regulations.

You will work closely under direction/instruction of the Data/Exams Manager to provide routine general clerical, administrative, support to the school including liaising with staff, pupils, invigilators and examination boards. An excellent understanding of spreadsheet and word processing applications is essential. You will also be responsible for organising the school's external invigilators, including training and ensuring up-to-date information is provided to them. We are looking for a professional who has a flexible approach to tasks and is resilient under pressure. We are seeking a team player, who is able to organise their workload, and who has excellent interpersonal and communication skills to build good relationships with both students and staff.

A sound understanding of numeracy and the ability to ensure accuracy in your work will be essential together with good time management and excellent communication skills. You will need to demonstrate excellent organizational skills, literacy, numeracy, ICT and interpersonal skills and be committed to personal development through CPD, which the school will support through Performance Management.

You will report to the Headteacher or designated member of staff and the Data/Exams Manager.

Monkseaton High School is committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this

commitment. As such an enhanced Disclosure and Barring Service (DBS) disclosure will be sought along with other relevant employment checks deemed appropriate.

The post is advertised 37 hours per week and is term time only over 195 days for 1 year.

Application forms and further details are available via email request from lilian.richmond@monkseaton.org.uk or by contacting the school on 0191 2979700

Completed forms should be submitted direct to the school by email to:

lilian.richmond@monkseaton.org.uk or by post to Lilian Richmond, Monkseaton High School, Seatonville Road, Monkseaton NE25 9EQ