

Exams Assistant

School:	Reaseheath College	Posted:	4th December 2019
Location:	Nantwich, Cheshire	Expires:	16th December 2019 12:00 AM
Contract Term:	Permanent	Start Date:	As soon as possible
Salary:	£17,017 - £17,993 per annum	Job ID:	1079452
Hours:	Full Time		



Reaseheath College

A new and exciting opportunity has arisen for an Exams Assistant to join a dynamic and busy team who, working closely with academic and support staff, seek to maximise the use and development of our student record system.

We are looking for someone with passion and enthusiasm to support and build upon our current exam team and to work with other teams across the college.

The main purpose of the role is to provide support to the exam team for the preparation and delivery of cross-college exams in line with awarding body regulations. The role will involve providing high-quality, accurate and timely data/information to students, staff and external bodies and candidates should be experienced in data inputting with a high level of accuracy and attention to detail.

You will have relevant experience within a data-oriented environment and a track record in delivering good-quality customer service. You must be able to work with high volumes of data in a busy environment with the ability to multi-task and be highly organised.

Experience of working with applications such as databases, Excel, word processing and emails is essential along with a Level 2 qualification in both Maths and English. The successful applicant will ideally be a team player who thrives in a fast-paced environment in order to meet strict deadlines.

Benefits include 22 days' holiday per annum + public holidays + Christmas/New Year shutdown, free parking, contributory pension and other benefits.

You must have the right to work in the UK and will be required to provide evidence to support this.

Safeguarding Statement:

Reaseheath College is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. We particularly welcome applications from under represented groups including ethnicity, gender, transgender, age, disability, sexual orientation or religion.