



Examinations Assistant

18.5 hours per week, 40 weeks per year
NJC6 - £19,171 (pro rata to £8,370 per annum)
Start date: 28 October 2019

We are looking for an organised and efficient Examinations Assistant to support our Examinations Officer. Responsibilities include liaising with Examination Boards, staff and students concerning all aspects of examinations. The successful candidate will be required to work within the policies, procedures and deadlines governing the school and examinations. It is expected that the post holder will be available to work during the examination results period in August. Candidates must have excellent administration and communication skills, and be able to demonstrate a working knowledge of Microsoft Office.

Why join the Sir William Robertson Academy?

Sir William Robertson Academy is a popular and successful 11-18 comprehensive school situated in delightful rural surroundings on the Lincolnshire/Nottinghamshire border. Pupils with a positive approach to learning, a committed staff and a supportive body of parents have helped to create a school which was judged by OFSTED (March 2019) to be 'Good' in every area of its provision. Sir William Robertson Academy has been acknowledged as one of the top 100 non selective state-funded schools in England.

We will offer you:



Please visit the school website for an application pack www.swracademy.org

Please complete the application form and return with your letter of application to Mrs Samantha Quincey. Email applications welcome hr@swracademy.org

Closing date: Noon, Wednesday 25 September 2019 (Interviews to take place week commencing 30/09/19)

We are an Equal Opportunities employer, committed to safeguarding and promoting the welfare of all children. Successful applicants will be required to undergo an Enhanced DBS check and other rigorous recruitment checks.