<h2>NO AGENCIES PLEASE</h2>

<h3> Where possible interviews will be held on site within our schools and we will adhere to our current Covid policy for external visitors. Otherwise interviews will be held remotely by teams.</h3>

**<h5>Three days a week (to be agreed at interview)** 9.00am - 3.00pm with a 30 minute unpaid break.</h5>

We have a fantastic opportunity for an **Assessment Assistant** to join our Team at **Oxted School on a temporary basis.**

The successful applicant will provide efficient clerical and administrative support for all data collection cycles across all year groups throughout the academic year and will assist the Exams department as and when required. They will be directly responsible to the Data Manager.

The successful candidate will have a minimum of three GCSEs at Grade C or above, or equivalent, or able to evidence ability at an equivalent level. Previous office experience is a must, as are both excellent written and spoken communication skills. Accuracy is essential, as is the ability to prioritise and organise your own workload. Proficiency in the use of Microsoft Office to include Word, Excel and Outlook is key.

Our reflective and skilled staff and wonderful students make Oxted School a rewarding and invigorating place to work. The inclusive community values which are so important to us mean that you will be well supported by both your colleagues and the Senior Leadership Team. We pride ourselves on the high-quality professional development and career progression opportunities available to all our colleagues, and we work hard to ensure that staff wellbeing and workload are central to our approach. Our colleagues also thrive on their commitment to our wide range of extra-curricular activities, including being one of the largest Duke of Edinburgh centres in the country.

Oxted School is part of The Howard Partnership Trust (THPT), and we work closely with our partner schools to share best practice and raise standards. THPT value their staff very highly, and this is reflected in the excellent retention rates across the Trust.

THPT can offer:

* An opportunity to be part of a dynamic and developing organisation
* Excellent benefit package to include Cycle to Work, Sainsbury’s Loyalty Discount and access to discount schemes
* Fantastic Local Government Pension Scheme, including generous employer contributions
* Rewards and Benefits Scheme that includes Loyalty and Service Awards

If you have any questions about the role or the application process please contact the THPT Recruitment Team by email at [recruitment@thpt.org.uk](mailto:recruitment@thpt.org.uk)

For more information on Oxted School and working within The Howard Partnership Trusts and what we can offer please visit:

<a href="https://www.thehowardpartnership.org/our-staff/" target="\_blank">https://www.thehowardpartnership.org/our-staff/</a>

For additional information about The Howard Partnership Trust and Oxted School please view the videos below.

Employment is subject to a satisfactory enhanced disclosure from the Disclosure and Barring Service (DBS).

The Howard Partnership Trust is school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Our Vision is to excel at ‘bringing out the best’ in young people of all abilities and aptitudes, and so increase their life chances for their future success and fulfilment.

<u>Interviews may take place prior to the closing date by mutual agreement.</u>

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