

**LITTLE HEATH SCHOOL**  
Little Heath Road, Tilehurst  
Reading, Berkshire, RG31 5TY  
Headteacher: Mr D J Ramsden



## **ASSESSMENT & EXAMINATIONS ASSISTANT**

Required from February 2022

We are seeking to appoint an enthusiastic and efficient Examinations Assistant who is keen to develop the school examinations process. The successful applicant will work as part of a dynamic and innovative examinations team. The role will also include working alongside the assessment team and the attendance officer in providing a data service to the school. This post is a key appointment for the school.

**Grade E /WBC Spinal Point 7, £20,092.00 (approximately £16,954.29 pro rata) 37 hours per week Monday – Friday term time only. A further 2 Inset days and the equivalent of up to 2 weeks during the holidays will be required, payable as additional hours.**

The person we are seeking will:

- have excellent communication skills both with adults and young people aged 11-18;
- have excellent ICT skills;
- be well-organised with good time-management skills;
- undertake a variety of administrative tasks;
- be flexible with working hours during the summer examinations;
- have knowledge of SIMS (school data management software).

Little Heath School is a successful comprehensive school (1658 on roll, including 366 in the Sixth Form) situated in a pleasant semi-rural setting to the west of Reading with good access to road and rail links. As a school, we pride ourselves on our strong Professional Development programme, believing that support staff need to be able to develop their own practice collaboratively with others.

Little Heath School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Little Heath School Governing Body is an equal opportunities employer. Appointments are subject to satisfactory pre-employment checks and the successful applicant will be required to apply for an enhanced disclosure from the Disclosure and Barring Service (DBS). Further information can be found at [www.homeoffice.gov.uk](http://www.homeoffice.gov.uk)

**For an application form and information pack please email [recruitment@littleheath.org.uk](mailto:recruitment@littleheath.org.uk) . Unfortunately we cannot accept CV's. Please address supporting letter of application to the Headteacher.**

Closing Dates for Applications: **Friday 4<sup>th</sup> February 2022**

Interview: **Week Commencing Monday 7<sup>th</sup> February 2022**