



Job Title:	Exam Assistant
Pay Point / Pay Range:	TPAT Scale Point 2
Full Time Equivalent Annual Salary:	£20,344 pa pro rata
Actual Annual Salary for this Role:	Actual Gross Salary £ / £10.64 per hour
Contract Type:	Casual
Hours Per Week / Weeks Per Year	Casual hours during term time
Closing Date:	12 midnight on Tuesday 31 st October 2023
Proposed Shortlisting Date:	Continuous
Proposed Interview Date:	Mutually arranged

St Ives School is seeking to recruit Invigilators, Readers and Scribes to join our Exams Team in the Autumn term, to assist with our examinations and internal assessments held throughout the year. Candidates should be friendly, punctual and organised, and have excellent communication skills. Previous experience of working with children would be an advantage, however training will be provided.

The school offers 26 days holiday (plus bank holidays) on appointment, up to 29 days holiday after five years, a Local Government Pension Scheme and access to the on-site gym outside of school times.

To find out more about St Ives School, please visit:	www.stivesschool.net
To discuss this position please contact the Office Manager:	Email: cbayfield@stives.tpacademytrust.org Telephone: 01736 795608
Application packs can be downloaded from:	https://www.tpacademytrust.org/web/application_pack/604811
Please email your completed application form and equality & diversity monitoring form by the closing date to:	recruitment@stives.tpacademytrust.org

Please note that successful candidates will be informed via email.

Truro and Penwith Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all of our staff and volunteers to share this commitment. Applicants must be willing to undergo child protection screening and pre-employment checks, including enhanced DBS clearance and full reference checks with previous employers.