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| **Exams Assistant, 31 hours per week, term time only plus 2 weeks, permanent contract** | **L:\Admin\Logo\TVCT Logo\Tees Valley Collaborative Trust logo.png** |

Tees Valley Collaborative Trust established in November 2017, is a Multi Academy Trust based in the North East of England comprising of Prior Pursglove and Stockton Sixth Form College. [www.tvc.ac.uk](http://www.tvc.ac.uk)

We are seeking to appoint an Exams Assistant to join an established team in providing a high standard of exam support across our Prior Pursglove and Stockton Sixth Form College sites.

Due to the nature of the post, a high degree of accuracy is required and you will have the ability to use Microsoft office packages and information systems effectively.

You will work an average of 31 hours per week. However, support of exams will require working more hours at particular times of the year, notably during the exam periods (for example, November and May to the end of June). You will therefore be expected to demonstrate a flexible and adaptable approach and work the hours required to complete the administration of the exams. Fewer hours will then be worked at other times of the year to recompense the hours accumulated during any exam periods.

Salary: SFCA Support Staff Pay Spine, Points 3-6 (£18,158 - £19,278 pro rata)

Actual starting salary £13,429.94 per annum.

Closing Date: noon on Friday 14th August

Interviews will be held w/c 24th August

Start Date: Immediate start available

An application pack can be downloaded from [www.pursglove.ac.uk](http://www.pursglove.ac.uk). Please contact the HR Officer at HR@tvc.ac.uk for any further information. All applications must be submitted on a college application form and CVs will not be accepted.

Tees Valley Collaborative Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

As this post involves direct contact with, or unsupervised responsibility for, children or vulnerable adults the successful candidate will be required to undertake a Disclosure and Barring Service check before taking up the position. Additional checks will include; identity checks, qualification checks and employment checks, including the investigation of any gaps between jobs and two satisfactory references.

**Tees Valley Collaborative Trust**

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