



4-19 Mixed Comprehensive, over 1,500 students on roll, including a large Sixth Form.  
Berrywood Road, Duston, Northampton, NN5 6XA (5 minutes from J16 M1)  
Tel: 01604 460004 [www.thedustonschool.org](http://www.thedustonschool.org)

## Examinations Assistant

**SS Scale, Range 11 - 17, Salary £13,519 - £15,200(actual) per annum,  
Full time 37 hours per week, 39 Weeks per Year  
(Term time only plus 1 week)**

An opportunity has arisen for an Examinations Assistant to join the school. As a member of the Examinations Team you will provide an outstanding quality service assisting with examination entries, timetables and results. We are looking for an individual with excellent MS Office skills, attention to detail, ability to work under pressure to meet tight deadlines and a very high level of accuracy in their work. You should have a flexible, resourceful and team-oriented approach with excellent customer service and data management skills.

### In return we will offer you:

- Competitive salary
- A professional, hardworking and supportive team of staff with the capability and desire to raise student achievement even further
- Enthusiastic students and staff
- Opportunities for further professional development.
- Health care
- Child Care Voucher scheme
- Extra curricular sporting clubs for staff.

### Applying:

All candidates are advised to refer to the job description and person specification before making an application. Please complete an application form (we do not accept a CV alone) along with a letter of application to the Principal. Please return all application forms to [jobs@thedustonschool.org](mailto:jobs@thedustonschool.org).

The Duston School is committed to safeguarding and protecting the welfare of children and expects all staff and volunteers to share this commitment. An Enhanced Disclosure and Barring Service Check will be required for the post.

**We reserve the right to close this vacancy should we receive an overwhelming response.**

Full Details and an application form are available via our website.

**Closing Date: Friday 19th January  
Interview Date: Planned for week commencing 22nd January 2018**

If you have not heard from us within two weeks of the closing date,  
please assume that you have been unsuccessful on this occasion.

