Bishop Stopford's School
Brick Lane, Enfield, Middlesex, EN1 3PU
Tel: 020 8804 1906 Fax: 020 8216 1760
www.bishopstopfords.enfield.sch.uk
Headteacher: Ms T Day

Data and Exams Assistant – September 2017

Permanent from September 2017

Bishop Stopford's Church of England School is looking for a Data and Exams Assistant to join a friendly and supportive department in September 2017. We require a highly accurate and proactive individual to assist the Data and Exams Manager in all aspects of the examination and data requirements across the school. This role requires someone who has a high level of attention to detail.

Hours: 30 hours per week x 39 weeks per annum

Salary: Scale 4 point 18, 30 hour x 39 week position's actual pay per annum is £14,191.77.

Further information and an application pack is available on the school website www.bishopstopfords.enfield.sch.uk We are located in Enfield, North London within easy access of the M25.

Closing date: Thursday, 22nd June 2017
Interviews: w/c 26th June 2017

Bishop Stopford's is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We are committed to safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed.