

**Principal: Hugh Hennebry BSc NPQH**

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# Uckfield College

**Required as soon as possible**

## **Administrator Data and Assessment Team**

**Single Status 5 - £17,972 to £18,672 (pro rata)  
37 hours per week (term time only)  
Actual salary equates to £15,580 to £16,187 pa**

We are looking to appoint a Clerical Assistant/Exams Administrator to our Data and Assessment Team, who has the skills and ability to be part of the team administering internal and external examinations, assessment and the School's Information Management System (SIMS), and to contribute to the highest levels of success for each student at the college.

For further information and a full application pack, please visit our website: [www.uckfield.college](http://www.uckfield.college) or contact Caroline Selden on extension 1232, email [hr@uckfield.college](mailto:hr@uckfield.college). An electronic application can be returned by e-mail to the address above.

**Applications should be returned to the College as soon as possible or at the latest by 10am on Monday 28th January 2019. Interviews will take place as soon as possible after this date.**

East Sussex County Council is an authority committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

