

Role Profile	Temporary Clerical Assistant
Reports to:	Operational Co-ordinators and Team Leaders
Purpose:	To provide operational support during the examination series

Background:

The temporary work is offered on a full time temporary basis for 37.5 hours per week and we pay a rate of £6.25.

The roles are based across various locations in London including Islington, Holborn, The Strand and Brick Lane and, if successful, you should be prepared to work at any one of these sites.

Typical duties include filing, photocopying, sorting and faxing of papers, clerical checking, entering of data onto data capture systems, communication with customers by telephone and in writing.

We look for individuals who are positive, enthusiastic, professional, flexible and have great attention to detail and excellent attendance and punctuality.

Recruitment takes place during spring, summer and autumn but the exact dates of recruitment change each year. If you are interested in applying, please email hrrservices@edexcel.org.uk and we will be in contact as soon as we recommence recruitment for the next examination series.

As soon as we receive your application, it will be shortlisted. If you meet the shortlisting criteria, you will be invited to attend an assessment centre to assess your suitability for the role. If following assessment you are successful, your details will be placed into our bank of temporary staff and, if work becomes available, we will be in contact with you to discuss a potential start date.

Please bear in mind, when applying, that this is temporary work and work can only be offered if you are successful at assessment, have provided proof of your right to work, and work is available.

Competencies/skills and knowledge required for the role:

- Good understanding of written and spoken English language
- Ability to use Microsoft packages at basic level - Word, Excel
- Good numeracy skills
- Good level of communication over the telephone
- Ability to recognise simple problems and provide solutions
- Experience of working in a customer service environment

Applications

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