



## **Admin / Document Editor Vacancy**

**Position:** Admin / Document Editor

**Hours:** **15 hours per week** / 46 weeks

- Saturday – 3pm to 8:30pm – 5.5 hours
- Sunday - 8am to 4pm – 8 hours
- 1.5 hours per week from home, flexible.
- More hours are potentially available

**Pay:** **£12.00 per hour** (PAYE) (including 6 weeks holiday pay)

**Location:** Walsall, WS1

### **Job Responsibilities:**

- Editing documents in Microsoft Word/Excel/Adobe
- Marking students work
- General admin tasks, printing, setting up classrooms etc
- Co-ordinating between staff and parents
- Respond to parent enquiries
- Cover other roles from time to time as and when required

### **Must have requirements:**

- **Must be over 18** – role requires someone who can be legally responsible for the children at our centre.
- **Good GCSEs in Maths and English** – editing the lesson packs will require a decent understanding of the content – this will make up the majority of the role – training provided.
- **Proficient with Microsoft Word and Excel** – interview process will require a demonstration of this, in particular text formatting and basic image cropping and editing in Word.

### **Requirements continued...**

- Excellent written and verbal communication skills
- Strong attention to details
- Must dress and present in a professional manner.
- Be willing to undergo training on teaching the 11 plus syllabus.
- Be willing to undergo a full DBS check
- Willing to attend courses such as First Aid and Safeguarding.

**Role starting immediately**

**Interested? Email us your CV:**

**[info@BHT11plus.co.uk](mailto:info@BHT11plus.co.uk)**

## **Document Editor Interview:**

Please start the timer when you start each task and stop the timer when you finish each individual task. Please make a note of the time taken.

Cross off the tasks in this document once completed.

### **Tasks:**

- 1)** Format the Safeguarding document exactly the same as the Behaviour Policy document. (approx. 10-15 minute task)
  
- 2)** Find worksheets for adding and subtracting fractions, use Twinkl and Maths Aid as well as any other resources available online to create a lesson pack formatted like file 3. Save your new file as “file 4 – worksheets” in the same folder as these file. (approx. 30 minute task)

#### **Consider the following:**

- Crop out all headers, footers and branding from the worksheets where possible.
  - Consider inserting explanation sheets and laddering the content starting from easiest, working up to more challenging worksheets, and also consider how to best layout the content to optimise learning.
  - Booklet should be approximately 10-12 pages.
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- 3)** In a separate Word doc, can you type out a professional message to a client explaining:
    - a)** They can book summer booster sessions by messaging us, the lessons will focus on the specific topics which actually appeared on last year’s 11 plus exam. Think about a call to action.
  
    - b)** That we’re launching GCSE Maths tuition for Year 10’s only. Message us if interested.(approx. 4-5 minute task)