



Additional Information

Non financial benefits package

- ✓ Childcare voucher scheme
- ✓ Health assessments / flu vaccination programme
- ✓ Employee Assistance Programme (free telephone guidance and counselling service, Legal advice)
- ✓ Exceptional contribution scheme
- ✓ Customer Service Award scheme
 - ✓ Salary sacrifice schemes
- ✓ You at Work (employee offers and discount website)

About us

- ★ AQA is a highly regarded educational services provider and independent charity
- ★ Employs 1150 staff across its offices in Manchester, Harrogate and Guildford
- ★ Is the largest UK educational services provider of GCSE and A levels
- ★ Offers a range of academic and wider services for learners and teachers

Generous working conditions

- ⊙ 35 hour contractual working week
- ⊙ 25 days annual leave rising to 30 days in 5 years
 - ⊙ Christmas office closure
- ⊙ Defined contribution pension scheme
- ⊙ Enhanced maternity / paternity pay schemes
- ⊙ Occupational sick pay scheme
 - ⊙ Family friendly policies

Personal Development

- ❖ Comprehensive Learning & Development provision
- ❖ Talent Management programme
- ❖ Assistance with professional studies
 - ❖ Mentoring scheme

Culture

- Equal opportunities employer
- Forward thinking, commercial and technology focussed
- Friendly and supportive working environment

1. The Assessment and Qualifications Alliance (AQA) is an equal opportunities employer. AQA's policy is to ensure that no job applicant or employee receives less favourable treatment on the grounds of age, disability, gender, race, religion and belief, pregnancy and maternity, marriage and civil partnership or sexual orientation, or be disadvantaged by conditions or requirements which cannot be shown to be justifiable.
2. This post is based at the AQA office as indicated in the advertisement.
3. The holder of the post may be eligible to join AQA's Defined Contribution Pension Scheme - further details will be given on appointment.
4. The appointment is subject to a probationary period of either three months for posts at Scales 1-5 or six months for posts at Scale 6 and above.
5. The appointment is subject to the completion of a pre-employment medical questionnaire (to be undertaken once a provisional offer of employment has been made), which will be assessed by the Occupational Health Service provider associated with the AQA site where the position is based. All such information will be treated as strictly confidential and will only be used to help determine whether the candidate is medically fit to undertake the duties and responsibilities of the post.
6. Any offer of employment is subject to the receipt of 2 satisfactory references.

7. Eligibility for employment

Any appointment is subject to the requirements of the Immigration, Asylum and Nationality Act 2006 and you are required to provide a copy of the documentation proving your eligibility to work in the United Kingdom with your application form – this forms part of your application and it is imperative that you enclose relevant photocopies of the appropriate documentation. A list of the documentation which is acceptable is enclosed for your information. If you are successful in your application you will be required to provide the original documentation for inspection **on your first day at work.**

Temporary posts: For posts at Scales 1-4, you must have the right to complete the contract or, if the contract is for 12 months or more, then you must have the right to work for at least 12 months at the point of application. For posts at Scale 5 and above you must have the right to complete the contract or, if the contract is for 18 months or longer, you must have the right to work for at least 18 months at the point of application.

Permanent posts: For posts at Scales 1-4 you must have the right to work for at least 12 months at the point of application. For posts at Scales 5 and above, you must have the right to work for at least 18 months at the point of application

If you have not heard from us within four weeks of the closing date please assume that on this occasion your applications has been unsuccessful and we thank you for your time and interest in AQA.