

TEMPORARY GENERAL ASSISTANTS

(hereinafter referred to as TGAs)

GUILDFORD



DETAILS OF EMPLOYMENT

Due to the large number of applications submitted, it is not possible to acknowledge receipt of your application. If you wish to receive confirmation, please enclose a stamped addressed envelope. We cannot guarantee work to all applicants.

Summer appointments will be made on a first come first served basis dependent on the requirements of AQA. It will be in your best interest therefore, to apply early.

1. Applicants who are students will only be considered for appointment as TGAs in the offices of AQA providing they are **currently in full-time attendance** at a University and similar institutions of higher education

Students who are (a) intending to enter and/or (b) attending an institution which offers any AQA examinations should not apply.

Successful applicants must be numerate and have sound use of the English language. AQA reserves the right to terminate the contract of anyone who does not reach the required standard of numeracy and English language proficiency.

2. Many complex operations are involved in the accurate processing of the results of the large numbers of candidates offering AQA examinations. The role of a TGA is mainly related to two areas of AQA's work (a) routine clerical work i.e. the checking of marked scripts, list of marks and other records and (b) the despatch of material in connection with AQA's examinations. In some cases a significant amount of lifting, bending and other manual jobs may be involved.

It is necessary to make individual operations as simple as possible and this means that TGAs are chiefly involved in the monotonous repetition of one type of work. Anyone applying for employment with AQA must be prepared for the repetitive but demanding nature of the work. It is nevertheless essential that the various jobs are carried out with meticulous care, neatness and attention to detail. At no stage of the work are TGAs expected to mark scripts or carry out any form of assessment.

The work which you do may give you access to highly confidential information and you are reminded that you MUST treat your work as confidential. On no account are you to pass on any information which you might gain about the examination, particularly the performance of individual candidates. It should be noted that AQA regards any breach of confidentiality as warranting instant dismissal.

3. It is a condition of employment that TGAs must be able to start work on the Monday of their first week of employment (except for weeks commencing with a Bank Holiday). This should be taken into account when completing your availability details.

AQA operates a variable hours scheme where the working week is between 35 and 40 hours as determined by operational needs. For a "normal" 35 hour week your hours of work would be 8.30 am to 1.00 pm and 2.00 pm to 4.30 Monday to Friday (inclusive).

4. Every applicant must be prepared to work from **Monday to Friday** for the period of work given. Some evening or weekend work may be required and special rates of pay will apply for this overtime work. It should be noted, however, that the enhanced overtime rates quoted below only apply **once 40 hours in that week have actually been worked.**

The following rates of pay will apply.

Normal working week	£ 6.98 per hour
Evening weekday or Saturday work	£10.47 per hour
Sunday or Bank Holiday work	£13.96 per hour

AQA will pay weekly wages direct to bank/building society accounts and not in cash. TGAs are required to pay appropriate contributions e.g. National Insurance and income tax (where appropriate).
