

## Vacancies

Required for September.

Full time, permanent position. Based in the Tamworth office.

Person to perform IT moderation and assist in carrying out front line email and phone support

To join a small team of full time and part time seasonal moderators who work under the guidance of the Chief moderator.

The position is for a person educated to degree level in either Information Technology or Computer Studies. It would be an advantage to have had some teaching experience. The successful candidate will be required to learn all aspects of the Markbook, Learning and resources websites to enable them to give telephone and email first line support. They may also occasionally go into schools to give training in the use of the TLM websites. The successful candidate will also be required to take part in the regular teacher moderation workshops and on occasion lead some workshops. The candidate will therefore need to have good verbal communication skills.

The staff at TLM work as a team supporting and assisting each other as necessary with all aspects of each others work. Everyone is treated with equal importance what ever their job role or title. TLM is a forward thinking, growing awarding organisation, specialising in innovative technical qualifications. All staff at TLM pride themselves on being able to give guidance and support to those teachers following courses towards the qualifications we offer.

A removal package will be available if required for the successful candidate.

starting salary: 22- 25k plus bonuses with the opportunity for advancement in this growing organisation.

Please send a supporting letter and CV by closing date of Tuesday 25th July to:  
[rosemary.lynch@tlm.org.uk](mailto:rosemary.lynch@tlm.org.uk) [1]

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### Links

[1] <mailto:rosemary.lynch@tlm.org.uk>