



Every Student Thriving

Data and Assessment Officer

Permanent Position

To start as soon as possible or September 2024

Range 3 (Actual salary £14,200 p.a, FTE £27,310 p.a.)

Part time 22 hours a week, days/times to be mutually agreed. 38 term time weeks including 3 INSET days with the option to work an additional 2 INSET days on a timesheet basis. Ideally 44 hours will be worked during the summer holidays, this is included in the salary above.

If you are a detail-oriented and organised individual with a passion for education and data management we encourage you to apply and join our friendly team in supporting every student to thrive at John Colet School.

We are seeking a dedicated individual to administer and manage our school's assessment, recording, and reporting systems. Key responsibilities in this role include generating and distributing termly progress reports to parents and stakeholders as well as collecting, inputting and managing data on student attainment, achievement, classes and courses.

Full training will be provided.

Visits to the school are warmly welcome. To arrange a visit or to find out more about the role, please contact our school office on 01296 623348.

Please complete the John Colet School Support Staff application form, available on our website, and email it to office@johncolet.co.uk

Closing date: 9am Friday 28 June 2024.

The John Colet School takes the safeguarding and wellbeing of students seriously and this post is subject to an enhanced Disclosure & Barring Service check and Qualifications check.