



## **Woodbrook Vale School (NOR c.800 Sept 2018)**

### **Data and Examinations Assistant**

Required as soon as possible

Grade 8 (point 20 - 23)

£21,144 – £23,112 per annum pro rata

(£10.95 – £11.97 per hour)

40 weeks of the year

Term time plus one week in August to cover the results period.

32.5 hours per week – 8.30am – 3.30pm

(Flexible over the Examination periods)

We are looking to appoint an enthusiastic and well organised Data and Examinations Assistant to support the Data and Examinations manager in all aspects of the data, examinations and timetable systems within the school.

You must be flexible, work accurately and keep to strict deadlines, often using your own initiative so as to manage particularly busy periods throughout the year. Although some prior experience of working in educational administration would be an advantage, it is not essential as full training will be given.

Woodbrook Vale School is a popular and highly successful 11-16 single academy trust located within the university town of Loughborough.

The school is an Ofsted-rated “good” school (July 2015) and has a track record of excellent GCSE results. The successful candidate will have a unique opportunity to build upon the school’s success and ensure students aspire to be the best they can possibly be.

The school ethos reflects both a supportive learning environment and our commitment to giving every student an ambition to succeed. We are proud of our innovative approach to teaching and learning. We have excellent facilities and have invested heavily in our buildings and infrastructure over recent years to create a highly attractive school site.

Our organisation is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. This position is subject to an enhanced Disclosure and Barring Service check.

Please download the full details and application form from: <http://www.wbvs.co.uk> If you require any further information about this role please contact Paul Hynes on: [phynes@wbvs.co.uk](mailto:phynes@wbvs.co.uk) .

Please email your completed application and covering letter to the Headteacher’s PA, Penny Bradshaw on: [pbradshaw@wbvs.co.uk](mailto:pbradshaw@wbvs.co.uk)

Please note a CV will not be accepted.

Closing Date: **midday Thursday 31 January 2019**

Interview Date: **Friday 08 February 2019**

#### **WOODBROOK VALE SCHOOL**

Grasmere Road, Loughborough, Leicestershire, LE11 2ST

Tel: 01509 557560

Email: [pbradshaw@wbvs.co.uk](mailto:pbradshaw@wbvs.co.uk)

Website: <http://www.wbvs.co.uk>