



The John of Gaunt School
A Community Academy

**‘A Good School’
‘A highly inclusive school, committed to the success of every pupil’**

Ofsted - June 2018

DATA OFFICER

Grade F

Permanent Contract

37 hours per week, 41 weeks per year

£23,194 - £24,496 per annum, to be paid pro-rata

(Actual salary £20,701 - £21,863 per annum under 5 years’ service)

Starting as soon as possible, we are looking to appoint a colleague to work alongside our friendly and dedicated Exams and Data Team. A key focus of the job will be supporting effective operations in the school by accurate recording of all student data, meeting tight deadlines and using a variety of data systems and software, ensuring back office functionality is effective at all times. You will also monitor the school absence line and accurately record information, working closely with the school’s School Engagement Practitioner.

You will have extensive experience of working with a range of databases and IT packages and enjoy being busy. With a methodical approach to work, you will have excellent IT, planning and organisational skills and be experienced in working to tight deadlines.

A commitment to help all young people and staff to achieve their best and a shared belief in our inclusive ethos is expected of all staff.




Our school is a fully comprehensive single Academy for students from the ages of 11 – 18, with approximately 1270 students on roll. We are a school for our community and strongly believe in the potential of every young person.

As an employer we are committed to offering equal opportunities to all. We particularly welcome applicants from Black, Asian and minority ethnic (BAME) backgrounds as they are currently underrepresented in our school. All appointments will take account of the skills and experiences required for the role.

Closing date for applications is 9.00 am on Tuesday 21st February 2023 at 9.00am.

Full details and an application form can be accessed via our website, [Link to Vacancies](#) **CVs will not be considered.**

The John of Gaunt School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. If successful for this position you will be expected to apply for an enhanced disclosure with barring list from the Disclosure and Barring Service before appointment is confirmed. This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 Exceptions Order 1975, 2013 and 2020. References will be sought on shortlisted candidates before interview.

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The John of Gaunt School, Wingfield Road, Trowbridge, Wiltshire, BA14 9EH

The John of Gaunt School is a Limited Company registered in England - Company Number 7990655
Registered Office - Wingfield Road, Trowbridge, Wiltshire, BA14 9EH

Headteacher: Mr M. Woodville

