



# WOLLASTON SCHOOL

## LOVE TEACHING

Join us, and turn your work into something you love.



We offer a comprehensive employee benefit package including:

- LG Pension Scheme
- Cycle to Work Scheme
- An open & welcoming site
- Free Onsite Parking
- New Spin Studio
- School Counsellor
- Regular Team Building Events

DO YOU WANT TO WORK IN A SCHOOL WHERE YOU FEEL VALUED? WHERE STAFF WELLBEING IS CHAMPIONED. WHERE CPD AND OPPORTUNITIES FOR GROWTH AND DEVELOPMENT ARE SUPPORTED AND ENCOURAGED? LOOK NO FURTHER AND COME AND WORK FOR US!

Wollaston School rated 'Good' by Ofsted May 2023

## CURRICULUM, ASSESSMENT & TIMETABLE MANAGER

SUPPORT STAFF NJC GRADE K SALARY £40,221—£44,428

(Required For September 2024 — Full time Permanent Position)



Wollaston School is looking to appoint a highly organised full time Curriculum, Assessment & Timetable Manager to lead, manage and develop the school's performance data inclusive of progress and achievement data and whole school data including DPO responsibility.

This role includes overseeing the production of all student reports, including the management of arrangements for their scheduled release to parents, as well as the statutory school reporting.

This role also supports the Senior Leadership with timetabling ensuring the maintenance of the academic timetable for staff and students, rooms, classes, subjects, and scheduled activities including daily absence cover arrangements.

The successful candidate will have experience of working within a busy school environment. They will be highly organised and self-motivated. Significant experience of calendar management, timetabling, data, administration, being a competent user of Microsoft Office applications and MIS systems is also essential.

Experience of analysing data and the production of a variety of reports is a must.

*Informal visits are welcomed if you would like to see us in action and to learn more about us prior to your application.*

**Closing date for receipt of applications: Wednesday 3rd July 2024**

**Interviews are likely to commence: Week beginning Monday 8th July 2024**

Please contact our HR department for an application form, further details about this role or to arrange a visit on: [recruitment@wollaston-school.net](mailto:recruitment@wollaston-school.net) Alternatively you can download details directly from the school website at: [www.wollastonschool.com](http://www.wollastonschool.com)

*Wollaston School is committed to safeguarding and promoting the welfare of children and young people, we expect all our staff and volunteers to share this commitment. This post is subject to an enhanced DBS check.*