



Wood Green School

Flexible Support Staff Data Manager

Miss C J Savage
Headteacher

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Introduction

Wood Green School is a growing, popular 11-18 mixed comprehensive school with an excellent academic and pastoral reputation. Wood Green School was judged to be an outstanding school by Ofsted in September 2010.

We are looking for someone with high quality ICT skills to join an effective support staff team. Wood Green School is a genuine comprehensive school and one which values the contribution of all its students, taking a real interest and pride in their aspirations and achievements in the widest sense. Our support staff team is crucial in maintaining high quality resources and environment for the benefit of students, staff and the community we serve.

Areas of Responsibility

To work closely with the Headteacher, Deputy Headteacher and Assistant Headteachers to assist in the management of student data, providing support to enable effective assessment, reporting and targeting.

Key Tasks

- The distribution and manipulation of all data throughout the school
- To produce all reviews for years 7-13
- Following the reviews to prepare all of the data required for the Leadership Team, Heads of Learning Communities, Heads of Department and tutors
- To enter and manage student data including KS2, KS3, Reading Tests, CATs
- To enter and manage student data from external GCSE, AS and A level examinations
- To attend school for 2 x 2 days over the external examination days in order to enter and report on the data
- To pass academic student data for students leaving for another school
- To receive academic student data for students joining from another school
- To record and store academic data of students transferring from Key Stage 2

Essential Skills

- Ability to undertake accurate data entry
- Ability to handle data with MS office including excel
- Experience of data management

Person Specification

- Vision and enthusiasm to identify potential areas for development and innovation
- Familiarity with SIMS is desirable but not essential as training will be given
- High level administrative and communication skills
- Initiative and flexibility
- Ability to remain calm, cheerful and in control of a variety of situations, particularly when under pressure
- Efficient and pleasant manner when dealing with people
- Good team player
- Ability to organise time and workload effectively ensuring that all published deadlines for data information are met
- Willingness to undertake further training
- A sense of humour

All staff working at Wood Green School have a duty to safeguard and promote the health, safety and welfare of all children and young people for whom they are responsible or with whom they come into contact in the course of their duties

Hours: Initially 25 hours, but subject to negotiation for a suitably qualified candidate, plus 5 days

Salary: Grade 6: £17,181 to £19,126 (pro rata)

While individuals may be based in specific areas of support, as part of our flexible support team they may also be required to provide support in other teams, according to school needs across the year.

We look forward to receiving your application and would like to remind you, the deadline for applications is 20 February 2012.