Data Assistant

Full time/Permanent

35 hours – Monday – Friday

Salary – Grade 4 (£21,557 - £24,680)

We are seeking to appoint an outstanding individual to support the Foundation Data Manager across all sites, to collectively ensure the delivery of good quality information to teachers, staff, parents and pupils. Reporting to the Foundation Data Manager, the key focus of the role will be to maintain the efficient use of data across the Schools through use of the MIS and iSAMS.

With excellent IT and organisational skills, you will be a calm, focused Data Assistant, with the ability to work to tight deadlines in a busy environment.

The Coventry School Foundation is strongly committed to inclusion and is an equal opportunities employer. We aim to create a welcoming, respectful and safe environment for all members of our community, from every ethnicity, gender, sexual orientation, age, ability/disability, religion and background. We know that more diverse teams are stronger teams, and that the more inclusive we are, the more our staff and pupils will feel a sense of belonging and will thrive. To enable us to make any reasonable adjustments, please let us know when you submit your application whether you have any special requirements to enable you to participate fully in the recruitment process.

The Coventry School Foundation is committed to the safeguarding and welfare of children and applicants must be willing to undergo child protection screening appropriate to this post, including checks with past employers, the Disclosure and Barring Service and overseas police check if necessary. Candidates from overseas must provide information about their past conduct, for example, by providing documents issued by overseas teaching authorities.

A completed application form including contact details for two referees, accompanied by a covering letter should reach the HR team at recruitment@csfoundation.org.uk as soon as possible, and no later than 12 noon on 2nd February 2024.

Applications will be considered as soon as they are received up until the closing date. Early applications are encouraged.

Expected start date: As soon as possible