

Data and Assessment Administrator (Assessment Support)

Salary:	NJC Scale Band 5 Scale Points 19 – 22 (£31,067 - £ 32,654 FTE)
Start Date:	as soon as possible
Working Pattern:	36.25 hours per week Monday – Friday 08:00 am – 16:00pm, all year round including INSET Days.
Contract:	Permanent
Location:	Office-based at Ashton on Mersey School

Benefits available at The Dean Trust

- Local Government Pension Scheme – Greater Manchester Pension Fund
- 24/7 access to an Employee Assistance Programme
- Cycle to work scheme and gymnasium membership
- High Street Benefits and Discounts
- Annual flu jabs
- Access to enhanced family-friendly policies
- Preferential admission arrangements for children of colleagues

The Dean Trust is seeking to appoint a talented and hard-working Assessment Support team member to join our dedicated staff at **Ashton on Mersey School**. You will support the Assessment Lead in managing all aspects of Assessment, Recording and Reporting, retrieving and analysing data to ensure available data has an impact across Key Stages 3,4 and 5. The trust's vision is for all our pupils to believe in themselves, achieve their potential and succeed in their journey through life. The successful candidate will share this vision whilst driving forward continual school improvement at Ashton on Mersey School.

Ashton on Mersey School is in the central hub of **The Dean Trust** and serves the community of Sale and beyond. As part of our team you can contribute, collaborate and lead on many established areas that shape our school culture. Our school vision has been shaped by every member of our school community. The school has:

- An ambitious co-produced curriculum at Key Stages 3 and 4 leading to a full A-Level and vocational qualification offer in Key Stage 5 at our thriving sixth form.
- A reputation for securing year-on-year examination results that are consistently strong.
- Modern, high-quality facilities with the latest technology solutions accessible to all staff and pupils and with sports facilities that rank alongside some of the best in the country.
- An exceptional character and personal development programme which involves a renowned provision of extra-curricular activity with a specialism in Sports and Performing Arts.
- A dedicated group of teaching and support staff that lead excellent pastoral care in an inclusive school which maintains a traditional expectation with regard to standards of behaviour.
- Direct access to the **Believe Learning Institute** (The Dean Trust's centre for professional learning including leadership development), Turing NW Maths Hub and SCITT; all based on site.
- World class opportunities and partnerships forged with national and international partners including Manchester United Football Club with whom we have provided an educational package for youth players for over 25 years.

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This exciting opportunity will suit a candidate who has the following qualities, knowledge and skills:

- A good level of general education including GCSE Mathematics and English Language A*-C, or equivalent.
- Experience of working autonomously and part of a team, managing own workloads and meeting deadlines, setting priorities and achieving agreed targets.
- Experience of producing accurate and timely reports.
- Experience of working in a similar role.
- Knowledge of performance tables and school data.
- Excellent working knowledge of Microsoft Office, including Word, Excel and Outlook.
- High level of attention to detail and accuracy.
- Meticulous in approach.
- Excellent communication skills and the ability to communicate effectively at all levels.
- Make decisions for the effective running of the administration related to examinations and data processes.
- Ability to handle confidential issues and materials sensitively and appropriately
- Flexible approach to working in a busy office environment.
- Ability to work independently, using own initiative or as part of a wider team
- Excellent timekeeping and record of attendance.

To apply for this vacancy, please visit our recruitment page careers.thedeantrust.co.uk.

If you have any questions about the role or would like to book a place on a school tour as scheduled below, please contact Maxine Mills, HR Assistant, on 0161 973 1179 Option 6 or email recruitment@thedeantrust.co.uk.

- **Application closing date:** 08:00 Wednesday, 30th April 2025
- **Interviews:** Week Commencing 5th May 2025

Thank you again for your interest in working for **The Dean Trust**. We look forward to hearing from you.

We are an Equal Opportunities employer committed to ensuring inclusion, diversity and equality of opportunity. We welcome applications from a diverse range of candidates including those from underrepresented groups, and/or with protected characteristics.

The Dean Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All post holders are subject to pre-employment safeguarding checks, including an enhanced Disclosure and Barring Check.