



**Hull Collaborative Academy Trust**  
c/o Dorchester Primary School  
Dorchester Road  
Hull  
HU7 6AH

## **Data & Attendance Assistant** **at HCAT Wansbeck Primary School**

**Grade 4 (SCP 5 –7) £23,500 - £24,924 FTE**

**Actual salary – £7,974.17 - £8,457.37**

**Term-time only, Permanent**

**Hours: 9.00am – 12:00pm (noon) Monday to Friday**

Wansbeck Primary School are seeking to appoint a Data & Attendance Assistant to join the Attendance department, with immediate effect. The successful applicant will have a strong proven track record in administration and at least two years' experience in an administrative role would be desirable. You must be able to produce a wide range of documents using Microsoft Office products such as, Word, Excel and Outlook. The person appointed must have high work standards, attention to detail, customer service and strong organisational skills.

Grasp the opportunity to join 'The Hull Collaborative Academy Trust', and be part of a vibrant, dynamic and supportive learning family. We are determined to make a difference, with children at the heart of everything we do. We seek the very best teachers who strive to inspire, and have the drive and dedication required to ensure our children achieve the very best outcomes.

Hull Collaborative Academy Trust is a well-established and successful organisation that provides the very best opportunities for staff and children alike. Through our high quality bespoke CPD programmes, in school support and external training we ensure teachers have the environments in which to flourish and progress.

### **How to Apply**

For further information with regard to the application process, and for an application form, please contact Miss Emily Mansfield (HCAT HR & Recruitment Advisor) via email at [Emily.Mansfield@hcat.org.uk](mailto:Emily.Mansfield@hcat.org.uk)

**CLOSING DATE:** Friday 8<sup>th</sup> December 2023, at 12.00pm (noon)

**INTERVIEWS:** TBC

**The school is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974 so is subject to a satisfactory enhanced Disclosure and Barring Service criminal records check for work with children. This post involves contact with children in a school setting and has safeguarding responsibilities.**

**As part of our safer recruitment procedures, online checks (including social media) may be carried out by the Trust, through the shortlisting process.**