



Data & Exams Administrator

Salary: Scale 3 (£19,312 to £19,698 pro-rata per annum - £16,678 to £17,012 actual per annum)

Contract: Permanent, full-time, term-time plus 1 week

The Garibaldi School is a successful, popular 11-18 school which serves its local community well by providing a first-rate education for all its students. We are a growing and over-subscribed school with 'Leading Edge Status'. Our latest Ofsted inspection classified us as a 'Good' School.

We have created a safe environment where students can feel comfortable, well supported and confident. Our philosophy is based on developing pride in our students for themselves, the school and their community. They are encouraged to have respect for each other and the staff that support them. We expect all students to aim high and achieve well and for staff to be the ultimate best they can be.

We are looking to appoint an enthusiastic, passionate, motivated and dynamic Data & Exams Administrator to join our Administration team. You will share an understanding that all members of staff have a collective responsibility for engendering a culture of success and a belief that all students can achieve.

This is a great opportunity for you to join a forward-thinking school. Opportunities are provided for you to develop and make a difference to the lives of young people.

The Garibaldi School is part of the Nova Education Trust. We work in collaboration with the 'Trust' to bring our staff the very best professional benefits.

The main responsibilities of this post are to:

- Undertake reception duties
- Develop awareness of the school information management systems
- Contribute to the personal development and well-being of students
- Have commitment and desire to develop students as individuals
- Share an understanding that all members of staff have a collective responsibility to ensure that every student achieves to the best of their ability
- Ensure students are safeguarded at all times

We look forward to hearing from you. If you'd like to find out more visit our website www.garibaldi.org.uk or contact Tracey Stocks on 01623 464220.

Closing date: Friday 3rd December @ 9:00 am

Interview date: w/c 6th December 2021

We positively welcome applications from all sections of the community. We are committed to safeguarding and promoting the welfare of young people and expect all staff to share this commitment. Full DBS disclosure will be required.