



**The Castle Partnership Trust**  
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## **THE CASTLE SCHOOL**

Wellington Road, Taunton, Somerset TA1 5AU

Tel: 01823 274073

[www.castleschool.co.uk](http://www.castleschool.co.uk)

### **DATA AND CURRICULUM ADMINISTRATOR – 22 HOURS 30 MINUTES PER WEEK**

Grade 13 (£18,672 - £20,541) – £9.67 - £10.64 per hour, 38 weeks per year plus 3 days during the Summer holiday when GCSE results are released, equivalent to 43.8091 paid weeks per year. This represents a starting salary of £11,831 per annum.

The Castle School in Taunton is looking to appoint a Data and Curriculum Administrator to join our successful, busy school. This role will form a vital part of ensuring that every student is given the opportunity to fulfil their potential at The Castle School. The primary role of this post is to assist in maintaining the pupil assessment and reporting systems, data records, produce pupil data and reports and provide support to staff in using data software. In addition, the successful candidate will be trained on how to use our timetabling software to ensure that teachers, classes and rooms are scheduled correctly and kept up to date.

We require someone who has a proven knowledge and experience of data analysis and the production of general management information. Knowledge of EXCEL is essential. In addition, you should have an excellent eye for detail, good communication and organisational skills, and ideally experience of working in a busy office, or school environment.

A full job description and application pack is available from [www.castleschool.co.uk](http://www.castleschool.co.uk).

The closing date for applications is 9am on Monday 8 October 2018 with interviews taking place the week commencing 15 October 2018.

**This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to a satisfactory Disclosure & Barring Service (DBS) Enhanced Disclosure Certificate.**