



THE ELLEN WILKINSON SCHOOL  
FOR GIRLS

INSPIRING

PASSIONATE

NURTURING

SUCCESSFUL

CREATIVE

A SPECIALIST COLLEGE FOR  
SCIENCE AND MATHEMATICS

The Ellen Wilkinson School for Girls is a high achieving, creative and vibrant school superbly located in the heart of Ealing, where girls receive the encouragement and support to become successful, determined and confident young women.

This year, the school achieved outstanding GCSE results by a way of:

- A Progress 8 Score of 0.65
- An Attainment 8 of B-
- Value Added Score within the Top 7% in the country (Top 100 non-selective schools nationally)

## DATA ADMINISTRATOR

(Required for January 2017)

20 hours per week, Term time only (i.e. 195 days)

Salary: NJC Scale 4 Point 18 pro rata (approx £9500 per annum inclusive of allowances)

This post has a probationary period of six months

The post holder will be well organised and enthusiastic with a meticulous eye for detail, to join our administration team.

Experience of working with databases and spreadsheets is essential and a good understanding of the SIMS modules would be an advantage. The use of IT systems is essential to produce reports as well as analysis statistical data for monitoring purposes You will be able to work independently and keep to tight deadlines.

You must be a pleasant and willing individual with the ability to remain calm and cheerful under pressure.

**Closing Date for the post is Monday 5<sup>th</sup> December 2016 at 3 pm**

Recruitment Pack and Application Forms can be obtained from  
[www.ellenwilkinson.ealing.sch.uk/vacancies](http://www.ellenwilkinson.ealing.sch.uk/vacancies) or by contacting +44 (0)208 752 1525