

# Data Assistant



# Data Assistant

Salary: NJC Grade 3 – £25,185 - £25,989 - Paid for 44.85 weeks – Term-Time Only

Actual Working Weeks Salary – £14,637 - £15,104

Working Hours – 9.00am – 2.30pm – Monday to Friday – 25 hours per week with ½ an hour for lunch

Required: As soon as possible

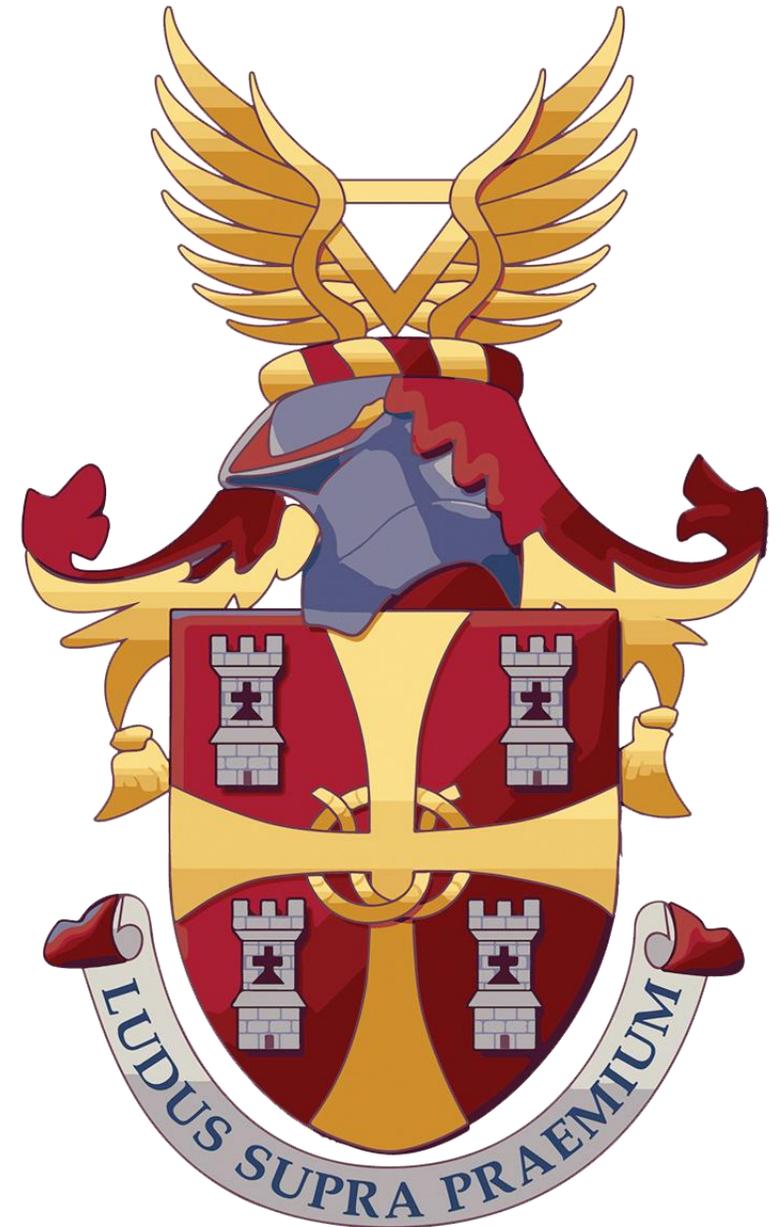
An exciting opportunity has arisen to join one of the country's leading grammar schools and offers staff the opportunity to work with able and well-motivated students.

We are seeking a Data Assistant to work under the direction of the Data Manager and support the inputting and analysis of school data, reports, Parents' Evenings, detentions and more. In return, we offer professional support and career development opportunities. We recognise and value continued professional development and as such, training opportunities will be made available to you throughout your career with us.

Please visit the school website for further details and the employment application pack. Potential candidates who wish to informally explore more details about the role or school should contact the Headteacher at [recruitment@wgghs.org.uk](mailto:recruitment@wgghs.org.uk).

**Closing date for applications: 9.00am on Monday 16<sup>th</sup> March 2026**

**Interview date: As soon as possible following the closing date**





# Welcome to WGHS

Wolverhampton Girls' High School has a long and established history of providing outstanding education for girls for over 100 years. We pride ourselves on our traditions, but we do not stand still, we are striving for continuous improvement. There is no charge or cost related to the admission of a student to the school and we welcome students from within the City of Wolverhampton and beyond.

We offer a broad and rich curriculum where all students are encouraged and supported to achieve their personal best in all aspects of school life. Our combination of high expectations and support tailored to meeting individual needs leads to confident and well-rounded young women who are well prepared to take on the next stage of their lives. Students are highly motivated to learn and personalised learning lies at the heart of our provision. Students also benefit from exceptional learning facilities.

The school is respected as one of the best state schools in the country, regularly achieving examination results which place it at or near the top of national league tables. This success has also been recognised by Ofsted, with the school achieving five successive "Outstanding" inspections. In the most recent inspection in November 2023, we were graded Outstanding in every category.

Whilst academic achievements are an important part of life at WGHS, students enjoy the wide range of other opportunities. These include participation in the thriving house system, and opportunities in the fields of sport, music and drama. There is a plethora of activities for the students to engage in from leading whole school events; to organising charity fundraising activities; participating in debating competitions and enjoying expeditions abroad.

Our team of dedicated staff ensures that students are well supported to achieve academic success, within a caring community. We have placed pastoral care at the centre of our school community through our "Hub". Pastoral care provided is exceptional, focusing upon student wellbeing and equipping students with the skills and knowledge that will support them to navigate life beyond the school.

The school's motto: Ludus Supra Praemium (which translates as "the game before the prize"), emphasises the value of taking part as a member of the school community. Our girls are encouraged to develop skills for lifelong success in terms of understanding themselves as learners and developing as responsible citizens, demonstrating care and respect for all members of the community. As a result, they leave WGHS with fond memories, and equipped as confident and independent minded young women ready to take on the challenges ahead and enjoy success in their chosen fields.

WGHS is a special place to be, with its supportive atmosphere encouraging all students to achieve their best in all aspects of school life. Thank you for your interest in this exciting opportunity, we encourage you to apply and come and join our community.

**Mrs Trudi Young**  
Headteacher



# Ludus Supra Praemium

*“the game before the prize”*

We value highly the experiences students gain both in and out of the classroom. The House System offers wide variety of opportunities for students deliver softer skills including events such as the annual House Arts, House Winter Games and Sports Day events.

Our staff offer a range of extra-curricular opportunities in school and a variety of opportunities for students to travel abroad. This has included expeditions to Iceland, Russia, Nepal and China!



# Our School

WGHS has a rich history of providing an excellent education. We pride ourselves on our traditions, but we do not stand still, we are striving for continuous improvement. It is an exciting place to be!

We are a warm and friendly school with a community atmosphere. Pastoral care and support are our top priority, ensuring that students and staff feel happy, safe and secure.

We offer an exceptional enrichment programme with a plethora of activities for students to engage in, from leading whole school events, organising charity fundraisers, sports, music, drama, debating competitions and expeditions abroad. Our house system also provides many opportunities for girls to engage in fun activities.

We offer a broad and rich curriculum where all students are encouraged and supported to achieve their personal best in all aspects of school life. Our combination of high expectations and tailored support to meet individual needs, leads to academic excellence.

Our school is respected as one of the best state schools in the country, regularly achieving examination results which place it near the top of the national league tables. Our success has also been recognised by Ofsted with the school achieving five successive 'Outstanding' inspections.

Our school motto: *Ludus Supra Praemium*, emphasises the value of taking part as a member of the school community. We encourage developing skills for life long success, developing happy, confident and resilient young women.





# Our Students

All, of our students, are high achieving and almost all go on to study university courses with girls accessing some of the most competitive courses at the most sought-after institutions.

Examination results are exceptional, year after year.

Fewer students than the national average are eligible for the Pupil Premium (Years 7 to 11) (142) and 7 Service Children. 20 students are eligible for the 16-19 Bursary and we have 0 Looked After Children.

We have 32 students with SEND needs.

The proportion of students from ethnic minority groups is 79% with Indian students making up 36% and 34% who speak English as an Additional Language.

There is a very strong community ethos across the school with the House system at its heart. Students compete enthusiastically in a range of different competitions. These events, together with academic and pastoral mentoring across the year groups, ensure that students actively support each other from Years 7-13. Students seize leadership opportunities, running many clubs at lunchtime and leading a variety of fundraising activities.

All of our girls want to and are encouraged to achieve their personal best. They support each other in and beyond the classroom to strive for excellence and subsequently achieve great success in all areas.



# Our Staff

We have 127 staff; 85 teachers of whom 26 are part-time; and 50 support staff. There are 15 Curriculum Leaders, 2 Directors and 4 House Leaders. The Extended Leadership Team is comprised of the Headteacher, 2 Deputy Headteachers, 3 Assistant Headteachers, 2 Associate Senior Leaders and 3 Senior Support Staff.

There is a strong sense of support and community amongst the staff.

Staff are actively encouraged to inform the planning of future whole school priorities. In addition, staff make valuable and active contributions to several school-working groups.

All staff receive an annual appraisal with a mid-year review, alongside ongoing professional development. Career development is an expectation for all, and we provide support within school to help colleagues to develop. There are opportunities to lead whole school training sessions and to share expertise across and within departments.

We are very fortunate to be supported by a team of dedicated and high-quality support staff who support the school in a variety of ways. These include administration, finance, learning support, data and examinations and site.

Students and parents have high expectations of the staff as a result of their thirst for learning and ambition. This makes our focused learning environment a very rewarding one of which to become apart.

# Our Facilities

The school is steeped in traditions from over its 100-year history, but we are forward looking and aiming for continuous improvement. In the last ten years we have benefitted from over £14 million investment in our school. Work is now completed on a £3.4 million funded project. This included provision of four new science laboratories and refurbishment of two others, as well as an Activity Studio.



# Job Description – Data Assistant

**Reporting to: Data Manager**

**Pay Scale: NJC Grade 3**

## MAIN DUTIES

### 1. Student Data

- Update Arbor and other records to record all student data relating to admissions and leavers.
- Assist in the printing of student timetables.
- Maintain up to date records of medical information and Pupil Premium, SEND data.

### 2. Assessment Data

- Enter assessment data.
- Identify missing data and request this from teaching staff.
- Assist in the production and correction of school reports.
- Utilise Arbor Mail Merge Communication as required.
- Enter data into SMID as appropriate.

### 3. Parents' Evenings

- Produce letters to parents, name labels, seating plans, notices etc.

### 4. Rewards and Sanctions

- Assist in the recording of rewards and sanctions and produce reports on these where appropriate.
- Issue detention letters as appropriate.



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## **OTHER SPECIFIC DUTIES**

- This list is not exhaustive, and you will be expected to undertake appropriate tasks and any other duties appropriate to the grade of the post, subject to any reasonable adjustments under the Equality Act.
- The above position requires the ability to use modern technology. The School uses the Arbor system.
- The many and varied tasks involved in the administration of the School require a team effort with a flexible approach and a willingness to co-operate with other members of the staff.
- The Associate Staff Team members have a key function of providing the interface between the School, the public and the parents.
- A high priority is to be given to standard of presentation of all written communications, booklets and information sheets.
- Similarly, there should be a high standard of courtesy and good manners in all dealings with visitors and enquiries to the school.
- Postholders must comply with the policies and procedures of Wolverhampton Girls' High School.



## Person Specification – Data Assistant Reporting to: Data Manager

AREA	ESSENTIAL	DESIRABLE
<b>QUALIFICATIONS, KNOWLEDGE AND EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Qualified to GCSE level.</li> <li>• Extended experience in one post.</li> <li>• Evidence of employment in a position of responsibility.</li> <li>• Accurate and efficient data entry skills.</li> <li>• Knowledge of and ability to use a range of ICT Microsoft packages, email and the internet.</li> <li>• Able to work to, and to meet, deadlines.</li> <li>• Able to focus within a very busy environment.</li> </ul>	<ul style="list-style-type: none"> <li>• Qualified to A Level.</li> <li>• Experience of working in a school environment.</li> <li>• Some working knowledge of Arbor.</li> </ul>
<b>INTERPERSONAL SKILLS</b>	<p><b>The Data Assistant should be able to:</b></p> <ul style="list-style-type: none"> <li>• Communicate effectively both orally and in writing with staff, students and parents.</li> <li>• Support and work as part of a high performing team.</li> <li>• Work independently and to use own initiative.</li> <li>• Work to, and to meet, deadlines.</li> <li>• Develop good relationships with staff and students.</li> <li>• Be approachable and adaptable.</li> <li>• Deal sensitively and confidentially with people.</li> <li>• Plan, organise and prioritise.</li> <li>• Analyse information.</li> <li>• Seek advice and support when necessary.</li> </ul>	
<b>PERSONAL QUALITIES</b>	<ul style="list-style-type: none"> <li>• Consistent in approach.</li> <li>• Quick thinking, flexible and willing to adapt to changing circumstances.</li> <li>• Resilience, enthusiasm, energy and vigour.</li> <li>• Honesty, reliability, integrity and commitments to the success of the school and support of the staff and students.</li> </ul>	

# Staff Wellbeing Charter

WGHS takes the wellbeing of all staff very seriously. The charter below takes into account all of the measures we have in place to assist staff to carry out their professional duties. The staff are very supportive of each other we ask all staff to be committed fully to the charter below through their actions.



No student or class data collected for data's sake



Staff marking expectations are minimum and workload regularly reviewed



Clear expectations around communication. There is no expectation to respond outside of the school day, although you can choose to do so



A flexible and generous discretionary leave policy. Teachers can leave from 3pm when they are free



Deadlines well publicised and annual calendar consultation



A flexible opt-in approach to directed time



Complimentary drinks in the staffroom at break time



Gym Pass scheme available to all staff



Opportunities for career development



Meetings have a clear purpose, agendas are issued one week in advance, and those leading meetings ensure they are kept on track and finish on time



Paycare health and wellbeing plan (including counselling service) available to all staff



The school will endeavour, wherever possible, to champion and enable flexible working



Calendared sanctuary weeks with no meetings/events



Coaching and shadowing opportunities



Complimentary Christmas dinner for all staff each year



Half-termly breakfast social for all staff



Your wellbeing matters.  
The school is committed to prioritising and promoting staff wellbeing.



Wellbeing is a shared responsibility.  
The school is committed to giving all staff the support they need to take responsibility for their own and other people's wellbeing.



## How to Apply

To apply for this post, please complete the application form and submit it with a supporting letter. In your letter you should state:

1. Your reasons for applying for the post
2. The experience you believe to have prepared you for the post
3. The skills and strengths you will bring to the school with reference to the person specification

Important - Please note that the application form must be completed in full and submitted for the attention of the Headteacher by post or to [recruitment@wghs.org.uk](mailto:recruitment@wghs.org.uk)

***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. The post is subject to satisfactory references which will be required prior to interview, an enhanced Disclosure and Barring Service (DBS) check, medical check, evidence of qualifications and verification of the Right to Work in the UK. Please note police checks will also be required for time spent working outside of the UK.***

