21 September 2018

Dear Parents and Carers

**Support Staff Vacancy: Data & Assessment Team**

We are seeking to recruit someone to join our Data & Assessment Team from October 2018. The core purpose of the role involves the management and processing/analysis of student assessment data, including target-setting, tracking progress and exam results analysis. Previous experience working with School assessment data is an advantage but not essential. Strong excel skills, and the ability to become familiar with Assessment software systems is more important to the post, as well as the ability to work effectively as part of a team.

This is a part-time role, 25 hours per week, although this time commitment is negotiable, with flexible working hours, ideally suited to someone who may have children of School age, looking for a position that can be undertaken during School working hours.

Further details of the post, including salary can be found on the School website under: Recruitment/Support Staff Vacancies/Data & Assessment Support.

If you are interested or know of a friend who may be interested in this post, please pass on this information. For an informal discussion about the post, please contact Jenisha Patel (Data Manager) on jpatel@rickmansworth.herts.sch.uk or telephone the School on 01923 773296 Ext 113.

Please note that children of staff receive priority under our Admissions Code for Year 7 School places.

**Closing Date for Applications:** Tuesday 2 October, 8am

**Interviews:** Thursday 4 October

Please do not hesitate to contact the School if you would like more information, and we look forward to receiving applications.

Yours sincerely

Mr P Thompson
Deputy Headteacher