



Data & Administration Officer
Haughton Academy
The Education Village Academy Trust
Permanent, Term Time, plus 4 weeks
Band 9, SCP24-27 | £34,314-£37,035 FTE
Actual Salary: £32,903 - £35,512

Haughton Academy, part of The Education Village Academy Trust, is seeking to appoint a Data & Administration Officer who has the drive and energy to work with the Leadership Group and Haughton staff so that data informs school improvement. It is recognised that the role is diverse and consequently training may be required in certain areas. Continuous Professional Development is a strength of the academy, and we will support any further training required.

We would like someone with:

- Drive and a relentless approach to providing a good service to staff within the academy.
- The commitment to developing data to support children to be the best that they can be.
- An innovative approach to providing support.
- The ability to work independently yet contribute to a wider audience.
- Excellent interpersonal, communication and motivational skills.
- High levels of presence, impact and integrity.
- The proven ability to perform at a high ability.
- An enthusiastic, flexible and positive approach to supporting staff within the academy office.

We offer:

- Excellent opportunities to develop your own professional practice through observation, training and networking.
- A personalised approach to development.
- A technology rich learning environment.
- A committed staff and support team.
- State of the art buildings and facilities.

Closing Date: Monday 23rd June 2025 (4:00pm).

Shortlisting: Tuesday 24th June 2025.

Interview Date: Monday 30th June 2025

Applicants should complete an application form and indicate through a letter (no more than two sides of A4) how their experience to date has prepared them for this role and how they would ensure future success.

Application forms and further details for the above position are available by visiting our website at www.educationvillage.org.uk For any further information or to submit application forms please contact the Human Resources department using PeopleTeam@educationvillage.org.uk

The Education Village is committed to safeguarding the welfare of children and young people. You will be required to undertake an enhanced DBS check.