

<b>Job Title:</b>	Data, Assessment and Attendance Co-ordinator
<b>Grade:</b>	Grade 6 points 15-20
<b>Salary:</b>	£25,680 per annum (actual salary)
<b>Contract:</b>	Permanent
<b>Location:</b>	The Milestone School
<b>Hours:</b>	37 hours per week, 39 weeks (Term Time Only plus INSET)
<b>Start date:</b>	To be confirmed
<b>Closing date:</b>	12.02.2026
<b>Interview date:</b>	24.02.2026

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### About Us

Are you looking for a fulfilling, worthwhile and secure job? Would you like to have a job that makes a real difference? Come and join the team at The Milestone School, Gloucester, part of the SAND Academy Trust, a Trust in Gloucestershire offering exceptional education in our eight schools.

### About you

The successful applicant should have a passion for data and using this to support the best possible outcomes for pupils in the school. You will be an excellent communicator, have an eye for detail and outstanding administration skills. If you feel you have the experience to join us we would love to hear from you!

### The Role

We are looking to appoint a Data, Assessment and Attendance Co-ordinator to join our dedicated and friendly team. The main purpose of the role is to have responsibility for gathering, collating, inputting, extracting and updating data, including assessment data, into the schools MIS. You will also be responsible for supporting staff in relation to the data that is held, updating and collating pupil information, producing reports and for providing excellent administrative functions to assist the Senior Leadership Team in the smooth running of the school.

### The Trust

We are passionate that every child deserves the very best education. As a partnership we will: improve outcomes, opportunities and life chances for children and young people, offer more / wider support for their families and share and develop staff expertise.

### Our Benefits

By joining our team, we can offer you, generous annual leave allowance, generous pension scheme (LGPS), Employee Assistance Program & Counselling, Occupational Health Service, Continuing Professional Development and Staff Get Staff Referral Scheme. Applications for flexible working or job share will be considered on an individual basis.

### Additional Information

SAND Academies Trust is committed to Safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share the same commitment. As part of our Safe Recruitment Practice, we will need a completed application form before any offers, and all staff will require safeguarding/pre-employment checks which include an enhanced DBS, satisfactory health clearance and evidence of Right to Work in the UK. Please ensure that you have read and understood the information within the Candidate Information pack and understood our Statement on the Recruitment of Ex-Offenders which can be found on our careers page.

#### SAND Academies Trust

CEO: Martin Hughes

Registered in England: Company Number 11968610

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