



The Marvell College

Requires a

Data & Attendance Assistant With immediate effect

Grade 4 term time only – plus two directed days

Salary: Grade 4 (SCP 5 –7) £21,575 - £22,369 per annum
Actual salary – £18,248 - £18,920 pro rata

37 Hours: 8.00am – 4.15pm Monday to Thursday
8.00am – 3.45pm Friday

The Marvell College seek to appoint a person to join a team of committed, caring and enthusiastic staff who share the college philosophy that all students should have the opportunity to achieve. The college is committed to appointing high quality staff and supports their development.

We are seeking to appoint a Data & Attendance Assistant to join the Attendance department. The successful applicant will have a strong proven track record in administration and at least two years' experience in an administrative role would be desirable. You must be able to produce a wide range of documents using Microsoft Office products such as, Word, Excel and Outlook. The person appointed must have high work standards, attention to detail, customer service and strong organisational skills.

The Marvell College has gone from strength to strength since receiving a "Good" Ofsted report in July 2019. Since then, the school has been oversubscribed every year. We are extremely proud to serve our local community, we have a talented and committed body of staff who strive to go the extra mile for the students in our care. Our school motto "As good as anyone anywhere" combined with our school values of Ambition, Respect and Courage can be seen through every aspect of school life at Marvell.

The Marvell College is part of the Hull Collaborative Academy Trust. Within the Trust there are significant opportunities for further progression. This formidable partnership continues to bring about some of the best outcomes nationally and has an enviable track record of school improvement.

If you are interested, please visit our website www.themarvellcollege.com and apply by downloading the support staff application form and equal opportunities monitoring form. All completed application forms must be returned to Mrs L White, The Marvell College, Barham Road, Hull, HU9 4EE or by email recruitment@themarvellcollege.com

The school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Any successful applicant will be required to undertake an Enhanced Disclosure check by the Disclosure & Barring Service.

As part of our safer recruitment procedures, online checks (including social media) may be carried out by the Trust, as part of our shortlisting process.

HCAT is an equal opportunities employer.

Closing date for applications: 11.00am on Monday 25th September 2023
Interviews: To be confirmed

