



Walton High

Bringing out the very best in young people
Fyfield Barrow, Milton Keynes, MK7 7WH
Fen Street, Brooklands, Milton Keynes, MK10 7HE
Tel 01908 677954 www.waltonhigh.org.uk
Executive Principal: Michelle Currie

Data Officer

Salary £18,900 - £23,000 per annum, 37 hours per week, 52 weeks per year.

To support teaching staff in their duties by inputting, checking and analysing data using SIMs software, Microsoft Excel and other data software, including monitoring and tracking of data by Student, Subject, Year, Key Stage and progress.

You will need to have excellent knowledge of Microsoft Excel and Access and of the SIMS database or a similar database. Good analytical skills and a high degree of accuracy and attention to detail is required.

Closing date: 12:00 on 31 January 2019

Assistant Examinations Officer

Actual Salary: £15,145 – £18,281 per annum, 37 hours per week, term time only plus two weeks.

This role supports the Examinations Officer in the arranging, administering and timetabling of public and internal examinations. Duties will include liaison with teachers and support staff over examination entries and access arrangement and communication with students and parents.

The successful candidate will need to have excellent attention to detail, good organisational skills, the ability to work under pressure and to strict deadlines. You will be IT proficient with the ability to learn to use a range of examination software and confident in dealing with, and organising students.

For further details and an application form, visit waltonhigh.org.uk

Closing date: 12:00 on 31 January 2019

Communications Officer

£18,900 – £23,000 per annum, 37 hours per week, all year round **or**
£16,937 - £20,611 per annum, 37 hours per week, term time only plus two weeks.

The Communications Officer has an important role to play in ensuring effective communications between school, home and the community. The postholder will also be responsible for supporting the administration of the school minibus service.

Duties will include using traditional, digital and social media to communicate essential information, respond to queries and celebrate the achievements of Walton High's students.

Closing date: 12:00 on 24 January 2019



Walton High is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. These posts require an enhanced DBS check.

Milton Keynes Education Trust
Enabling • Enhancing • Enriching