



# Quality First Education Trust

## Data Entry Assistant, Belleville Primary School

### **PURPOSE OF THE ROLE**

To support Belleville School with recording their QLAs. A question level analysis sheet (QLA) provides individual assessment scores for the children so that we can see in more detail how the individual children and whole classes are doing.

### **ROLE DETAILS**

**Salary:** London living wage (£13.15 per hour).

**Hours:** The successful candidate will be required to work on the following dates when the QLA submissions are required. We expect that the work will take the full week, c9am – 5pm, for the weeks in November, March and June, and will take two days during the week at the end of April.

- Monday 25 – Friday 29 November 2024 – full week
- Monday 17 March – Friday 21 March 2025 – full week
- Monday 28 April – Friday 2 May 2025 – two days during this week
- Monday 16 June – Friday 20 June 2025 – full week

**Location:** Belleville Primary School. We have two sites: Webb's (SW11 6PR) and Meteor (SW11 5NZ).

**Contract type:** Temporary.

### **PERSON SPECIFICATION**

This specification acts as selection criteria and gives an outline of the type of person we are looking for.

<b>Essential requirements</b>	
<b>Skills and abilities</b>	Has excellent attention to detail
	Has excellent accurate keyboard skills
	Has good literacy, numeracy and IT skills
<b>Personal and professional standards</b>	Is committed and reliable
	Is positive, helpful and friendly
	Will uphold and promote the ethos and values of the school and the trust
	Works well as part of a team, taking direction and working unsupervised as required

<b>Desirable (non-essential) requirements</b>	
<b>Knowledge</b>	Previous experience of a data entry role would be beneficial

### **PLEASE NOTE**

This post is subject to an enhanced DBS with barred list check. It is an offence to apply if you are barred from working with children. All applicants must complete the full Q1E application form (CVs are not accepted). Appropriate references will be sought, and we may carry out online searches of shortlisted candidates.