

Holy Trinity CE Primary School Administration and Data Officer

Holy Trinity CE Primary School is looking to recruit a self-motivated, approachable, organised individual with the enthusiasm and drive to live up to our high expectations to deliver a positive impact on student outcomes and become an integral part of our administration team as an Administration and Data Officer.

The main duties of this role are to ensure the accurate maintenance and management of pupil and school data and assist in the provision of efficient and effective reception, administrative and clerical support function for the school and pre-school. The successful applicant will be responsible for various school databases for pupil and staff records, pupil admissions, data returns and provide HR and Finance support to the Finance & Administration Manager and support the Headteacher and school community and other members of staff as necessary.

The successful candidate will:

- have administration experience, preferably in a school or education context
- have excellent IT skills including school FMS & MIS packages, Google products.
- work efficiently to tight deadlines.
- have excellent literacy and numeracy skills.
- be an effective communicator who is able to lead, multi-task and work as part of a team
- be prepared to play a full and active part in the life of the school.

In return we can offer:

- a hardworking, motivated and caring team
- wonderful and keen children
- a professional and supportive work environment

For queries in regards to the post or to request the job description and application form, please contact our Finance & Admin Manager, Camilla Addison at recruitment@holytrinity.hackney.sch.uk. For more information about our school please visit our website www.holytrinity.hackney.sch.uk. Visits are warmly welcomed and encouraged.

Start date: 17th April 2023 (preferred start date)
Closing date: Friday 24th March 2023 at 9am
Interviews: Tuesday 28th March 2023
Scale: Scale 5 - Point 12 -15 (£29,364 - £30,852) Pro rata
Hours: 36 hour week (term time)

Shortlisted candidates will be subject to an online search prior to interview.

Successful candidates will be required to apply for an enhanced Criminal Record Check via DBS.

We are committed to safeguarding and promoting the welfare of our children and expect all members of staff to share this commitment.

Primary Advantage Federation – Schools Achieving More Together

St John & St James, Holy Trinity, St John the Baptist, St Matthias CE Primary, Springfield, Morningside Primary, Gainsborough Primary and De Beauvoir Primary