

## **Data and Admin Officer**

The Garden School

Hours: 36 hours per week, term time only (08.30-16.45) plus 5 days

Salary: Scale 5 SP 22 £24,135 (Actual Salary: £20,825)

The Garden is an expanding, all-through special school for pupils with autism located in Stoke Newington.

We are looking to appoint a highly professional and motivated Admin and Data Officer to join our admin team.

### **The Data and Admin officer will be responsible for:**

- Data collation, management, analysis and reporting across the school
- Providing a range of administrative and communication support in the school
- Efficient maintaining, ordering, procuring and delivery of resources and IT equipment across the school
- Providing finance support to Finance Officer

The Data and Administration Officer must have previous experience of using Microsoft Excel to manipulate data for reporting purposes.

### **Some of the key qualities we are looking for are:**

- An excellent eye for detail
- highly motivated and hard-working
- exceptional prioritising skills
- the ability to work to tight deadlines in a fast paced environment
- excellent interpersonal and communications skills
- an ability to work with a team and diverse staff/pupil groups
- an ability to work in a challenging but rewarding environment.

### **We can offer you:**

- The opportunity to work as part of a growing admin team in an interesting and progressive environment



- In-house training and other professional development opportunities
- A supportive network that works towards excellence in all that we do.

We would like to hear from you if you believe you can make a positive contribution to the development of our admin function and our new school.

Please contact [recruitment@thegarden.hackney.sch.uk](mailto:recruitment@thegarden.hackney.sch.uk)

Please note we only accept completed application forms, no CVs will be accepted.

**Closing date: Friday 23rd March 2018 10am**

**Interviews: Week commencing Monday 26th March 2018**

THE GARDEN

