



Administration and Data Officer

Start date: Monday 9th November 2020

Are you an innovative, experienced and reflective administrator who can really make a difference?

We are seeking to appoint an exceptional Administration and Data Officer who has professional administration and data expertise within a school setting. You will be joining a fast-paced, ambitious school with an outstanding, open team. You can expect to work in a supportive yet high energy atmosphere and receive support and an opportunity for professional development.

The successful candidate will:

- have administration experience, preferably in a school or education context.
- have knowledge of school's systems, including SIMS and Parentpay.
- have excellent IT Skills including Microsoft Office, Excel and Wordpress.
- work efficiently to tight deadlines and 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:

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

About us

We are a Federation of eight schools called Primary Advantage. We believe our schools can gain many benefits from working collaboratively and can achieve more by working together. We have made a commitment to a shared responsibility to the wider education community, the provision of good quality education and the improvement of life chances for pupils in the community beyond that of our own schools. Teachers, support staff, school leaders and Governors have added expertise in working alongside colleagues to improve provision and outcomes for pupils.

Application packs are available for download at <https://st-john.hackney.sch.uk/current-vacancies-2/>

For further information please contact Yvonne Whelan ywhelan@st-john.hackney.sch.uk

Closing date: Thursday 8th October 2020 Interviews: W/C Monday 12th October 2020

Scale 6: Point 18 -20 (£29,544 - £30,618.00 FTE)

35 hours per week (09:45 to 17:45 Term Time Only) with some flexibility

Successful applicants will be required to apply for an enhanced Criminal Record Check via the DBS. We are committed to safeguarding and promoting the welfare of our children and expect all members of staff to share this commitment.

St John the Baptist CE Primary School st-john.hackney.sch.uk

Primary Advantage Federation – Schools Achieving More Together

