



The Cavendish School

Committed to achieving our personal best

DATA ADMINISTRATOR

H3/4 range (dependent on experience)

£9,461- £11,044 pro rata salary range

25 hours per week, term time + one week

Required as soon as possible

We are looking for a bright and highly organised administrator to play a key role in the support of our Senior Leadership Team and Data Manager. The post holder will be crucial in providing organisational and administrative support.

The post holder will assist the Data Manager to accurately enter information onto school databases, eg for analysing academic progress, generating student reports and collating admissions data. In addition, they will assist in a range of day to day administrative tasks of the school.

This is a role requiring calm efficiency, the ability to problem solve and a critical eye for detail. The successful candidate will possess excellent ICT, literacy and numeracy skills. Full training will be given on specific school IT systems; the capacity to develop an excellent working use of office software (eg excel), school information systems (eg SIMS) and progress software (eg SISRA) will be essential. Equally, it will be important to enjoy working in a busy team with the ability to build positive relationships with colleagues.

The salary will be negotiable with the above range dependent on experience and expertise in Data input, manipulation and analysis.

For full details of the post and an application pack, please contact Mrs Helen Hardy, Head's PA, The Cavendish School, Warners End Road, Hemel Hempstead, Herts HP1 3DW or via e-mail: h.hardy@cavendish.herts.sch.uk.
Tel: 01442 278707

Close Date: 15/01/2018

The Cavendish School is committed to safeguarding children and young people. All postholders are subject to a satisfactory enhanced Criminal Records Bureau disclosure.