

Data Officer – Part Time Full Year, Grade 3 working 21.6 hours per week

Based at our Senior School Tankerville Terrace, Jesmond, Newcastle upon Tyne, NE2 3BA

Salary: Based on £18,780 to £24,634 full-time equivalent pro rata £11,268 to £14,781 depending on experience.

Required from September 2021 .

Newcastle High School for Girls (NHSG) is seeking to appoint a **Data Officer** on a part time, full-year basis. You will be joining the school at an exciting time in the development of data applications in school which will shape both how the school uses data in the future. In addition, you will have the opportunity to work for the leading school for girls in the north of England and be part of the Girls' Day School Trust (GDST) – the largest network of independent girls' schools in the UK.

As **Data Officer** you will have responsibility for by providing highly effective and compliant data management and analysis to support the work of the School's Data and Office Manager. More specifically, as one the school's 'super user's', you will be the first port of call for all SIMS and other database related enquiries from staff, and will assist in the development, maintenance and management of database systems in school including SIMS.

As well as taking responsibility for all data entry ensuring its completeness and accuracy of the school's primary database (SIMS) and other school applications, you will be involved in implementing new database related initiatives, and providing reports for the SLT, teaching and support staff. You will work closely with the administration team and other key colleagues in school, including those in the ICT team.

You will hold a business administration related qualification, and most likely a data related qualification. In addition, you will have experience in the use of complex databases. Experience in the use of SIMS, and working in an education setting, will be a distinct advantage.

We offer:

Competitive rate of pay and conditions.

Membership of Defined Contribution Pension Scheme which offers flexibility in terms of both contribution levels and retirement options.

Access to the extensive GDST central training and development programme

Training grants for obtaining further qualifications.

Discounted fees for children at GDST schools.

Lunches: free lunches are provided to all staff during term time.

Season Ticket Loans: Interest free loans for travel are available to staff to enable them to buy annual season tickets.

Computer Loans: Interest free loans are available to staff to enable them to buy a computer for personal use at home.

Cycle Scheme: The School is part of the scheme which enables staff to purchase bicycles and equipment at a tax advantageous rate and pay for the equipment over 12 months.

A great working environment, atmosphere and location.

The application process will be completed by our online portal. Please click on link below: -

https://my.corehr.com/pls/gdstrecruit/erq_jobspec_version_4.jobspec?p_id=011666

Closing date: Monday 26th July at noon. You must be available for interview on Wednesday 4th and Thursday 5th August.

The GDST is committed to diversity, inclusion and real change: a family where every individual is valued, respected and included.

NHSG and GDST are committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the DBS. Applications will be considered only from candidates who are eligible to work in the UK.