



St Albans Girls' School
Specialist Business and Enterprise Academy

Data Administrator

H5 (actual salary £18,222-£21,119) – Term time plus three weeks
37 hours per week 8.00 am – 4.00 pm
Permanent – Start April 2019

We are looking for an enthusiastic, positive and well organised colleague with excellent IT and interpersonal skills to work within our support staff team. The role involves the management of our reporting and assessment data and assisting the data manager with the maintenance of our comprehensive school data system.

Applicants require a good level of competence in basic skills (Maths and English GCSE, Grade C and above or equivalent). Knowledge of SIMS would be preferred but is not essential, training will be provided. We support and encourage career progression.

St Albans Girls' School, age range 11 – 18 is an Outstanding school (Ofsted February 2013) with over 1200 students. We are a highly regarded, oversubscribed and friendly all-ability school. GCSE results place us in the top 100 secondary schools in the country and the top 2% nationally for student progress.

The school has an excellent reputation within the local community with strong support from Governors, Parents, Students and a dedicated and highly motivated team of staff.

There is a Health Care cash plan available to all staff.

For further details and an application form please visit www.stags.herts.sch.uk or www.teachinherts.com

Completed application forms and a covering letter should be sent to:
personnel@stags.herts.sch.uk

Closing date for receipt of applications: Wednesday 20 March 2019, 9.00am
Interviews to take place: Monday 25 March 2019 @ 12.30pm

Mrs Julie Robin – HR & Personnel Assistant on 01727 853134.

St Albans Girls' School is part of the ATLAS Multi-Academy Trust. We are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to an enhanced DBS check.