Advert for Attendance, Data & Administration Officer

About Our School

Stag Lane Primary School & Nursery is a large, diverse and welcoming school in Harrow. We are a learning community where everyone is nurtured as an individual, and achievements are celebrated. We inspire our children and everyone who works here to develop a lifelong love of learning

FOREVER LEARNERS: ACHIEVING OUR DREAMS IN AN EVER-CHANGING WORLD.
These are not just words on a page but reflects our commitment to helping every child and every member of staff to achieve their best

About the Role

We are looking for an organised, efficient and proactive administrator to join our school team. The role offers variety and responsibility, with a particular focus on attendance, Arbor, admissions, pupil assessment data and reporting. You will play an important part in ensuring that accurate information is available to support the effective running of the school.

What We Offer

- The opportunity to make a positive contribution to children's education.
- A friendly, supportive and diverse school community.
- Opportunities for professional development and to develop new skills.
- A varied role in which your work will make a real positive difference to the Admin team and the school

Why Join Us?

This is an excellent opportunity for someone who enjoys working in a busy environment, solving problems and ensuring that tasks are completed efficiently and accurately. You will work closely with Senior Leaders and the Admin Team helping to ensure that staff have the information and administrative support they need.

Application Process

Please complete the application form, providing clear evidence of how you meet the essential criteria in the person specification. Shortlisted candidates may be required to complete practical assessment tasks as part of the selection process.

Safeguarding and Safer Recruitment

Stag Lane Primary School & Nursery is committed to safeguarding and promoting the welfare of young people and expects all staff to share this commitment. This appointment will be conditional on successful pre-employment checks. Identity, Prohibition, Qualification, Barred List, Enhanced DBS, Overseas, Right to Work, References, and Medical Checks are essential for all applicable posts at the School. As part of our safer recruitment process, we also commission an external provider to undertake online searches, including checks of publicly available social media content, for shortlisted candidates. Any relevant information identified will be considered fairly and in accordance with our recruitment procedures and statutory guidance.