

11-19 Boys' Comprehensive School No. on roll – 998 (including 136 Sixth Form)

Required as soon as possible

Data Officer

Permanent

Term time plus inset days plus 2 weeks contract - 36 hours per week
Band D NJC6-7 (£25,183-£25,584 pro rata)

We are seeking to recruit an experienced, hardworking and effective Data Officer. The successful candidate will work within the Data Team planning, preparing and supporting the needs of staff and SLT. You will work closely with line managers and heads of department to ensure accurate reporting to staff and parents. You will have a good level of education to include GCSEs or equivalent in Maths and English. You will be a proficient user of Microsoft Office, particularly Excel and Word and have an ability to learn new software packages and systems quickly and efficiently.

The Mosslands School is situated in the heart of the Wallasey community. It has a history of excellence in engineering and technology which has seen it grow into the STE@M (Science, Technology, Engineering, Art and Maths) Centre of Excellence that it is today.

Further information and an application form are available to download on the school's website, www.mosslands.co.uk, or by contacting the school on 0151 638 8131.

Please apply by letter and application form and send the completed application to;

Mr. A Whiteley. Headteacher, The Mosslands School, Mosslands Drive, Wallasey, Wirral CH45 8PJ

or by email to: debbiegreen@mosslands.wirral.sch.uk (PA to Headteacher)

Closing date: Fri 20 June 3:00 pm

Interviews are expected to take place no later than w/c 23 June but we may interview suitable applicants sooner.

Any offer of employment will be subject to satisfactory enhanced DBS clearance, medical and references.

