



# WILLIAM FARR

## C of E Comprehensive School

### JOB ADVERT

### Data Officer

**William Farr Church of England Comprehensive School is seeking to appoint a Data Officer to join our highly successful school.**

At William Farr Church of England Comprehensive School, our vision is to enable every member of our community to experience "life in all its fullness" (John 10:10) through exceptional education, encouragement, and effort. We are committed to excellence, ensuring all students and staff are known, valued, and supported to achieve their potential.

Our core values guide everything we do:

**Compassion | Friendship | Perseverance | Respect | Responsibility | Wisdom**

#### Job Information:

- Permanent
- Part Time: 18 hours per week term time only.
- Salary: £18,897.90 - £20,161.27 (WFS Grade 5 - FTE £27,254 - £29,076)
- Start date: 1<sup>st</sup> September 2026

We currently have an exciting opportunity for a part time Data Officer to join this thriving and highly successful administrative team. The post holder will manage, co-ordinate the collection and storage of assessment, track data and produce pupil reports and progress reviews. The postholder is responsible for the overall consistency, accuracy, integrity and security of academic data.

Please see the job description and person specification for full details of what is required for this role.

#### We can offer you:

- Access to the Local Government Pension Scheme
- A very supportive team with a passion for continuous improvement
- A commitment to professional development
- A collaborative working environment
- Comprehensive wellbeing support through our Employee Assistance Programme
- Free on-site parking

#### To apply:

Please complete the support staff application form and email: [hr@williamfarr.lincs.sch.uk](mailto:hr@williamfarr.lincs.sch.uk)

- **Closing Date: 8<sup>th</sup> June 2026**
- **Shortlisting: w/c 8<sup>th</sup> June 2026**
- **Interviews: w/c 15<sup>th</sup> June 2026**

*William Farr School is committed to the safeguarding of children, and all posts within school are exempt from the Rehabilitation of Offenders Act 1974. Applicants are required to reveal information concerning all convictions, including those which would otherwise be considered as 'spent'. The successful candidate will be required to complete a Disclosure & Barring check in line with the Rehabilitation of Offenders Act (ROA) 1974 (Exceptions) Order 1975 and the Police Act Regulations.*

**References will be taken up prior to interview in line with our Keeping Children Safe in Education obligations.**