



WESTCLIFF HIGH SCHOOL FOR GIRLS

Kenilworth Gardens
Westcliff-On-Sea,
Essex, SS0 0BS
Tel. 01702 476026
e-mail vacancies@whsg.info

DATA ADMINISTRATOR

Salary in the range LGS Band 2, Point 14 (£11,795 actual including holiday pay)

Term time (39 weeks) plus 4 days during school holidays. 30 hours per week.

Required to start as soon as possible; a committed individual with excellent communication and ICT skills. . This role will include supporting the Data Manager and senior staff by collating and providing accurate and complete data for analysis..

Westcliff High School for Girls is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be required to undertake an enhanced Disclosure via the eDBS which meets the requirements of the school.

Further details and an electronic application pack may be found on the school website www.whsg.info and then click the link to vacancies.

Closing date is Wednesday 24th May 2017, noon.