

Dear Applicant

**Data Administrator Apprenticeship**

Part Time, Fixed-Term Contract (12 months or duration of Apprenticeship); 37 hours per week (8am – 4pm)  
47 weeks per year (term time plus three weeks)  
Salary up to £14,737 per annum, dependent on experience (FTE £16,305)

Closing date: 4<sup>th</sup> October 2017

Interviews: 10<sup>th</sup> October 2017

**MAKING AN APPLICATION – *please read this section carefully***

Applicants are expected to provide a well-presented and thoroughly completed application form which addresses the job description and person specification, space is provided within the application form to write a personal statement. Applicants who do not satisfy this will not be shortlisted. We do not accept CVs.

Please return your completed application form, by e-mail to [hrteam@tda.education](mailto:hrteam@tda.education) or to the address at the top of this letter – applicants providing e-mailed applications, if shortlisted, will be asked to sign their application form at interview.

**SAFEGUARDING CHILDREN**

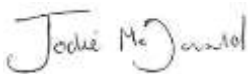
TDA Education Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

All interview panels include a member of staff trained in Safer Recruitment, and shortlisted candidates should be willing to discuss at interview their suitability for working with children.

The Trust will require the successful candidate to provide at least two satisfactory references and undertake a Disclosure and Barring check.

We look forward to receiving your application.

Best wishes



Jodie McDonald  
**Human Resources Manager**