



## QUEEN'S COLLEGE, LONDON

43–49 Harley Street, London W1G 8BT

[www.qcl.org.uk](http://www.qcl.org.uk)

Founded 1848

GSA school of 600 girls aged 4-18

### **Data Manager**

**Full-time, all year round**

Queen's College is a high-performing smaller school with a nearby Preparatory School, which is academically selective at entry. We have superb facilities including a new Sixth Form Centre and a unique central London location. Pupils achieve excellent academic results and there is a strong co-curricular programme on offer.

We are seeking to appoint a well-qualified Data Manager with a meticulous eye for detail. This is a crucial role, working across both the College and the Prep School. The successful candidate will provide high-quality and highly accurate data management services to a range of key stakeholders.

Applications should be made on the Queen's College application form and sent to the Assistant Bursar by post or e-mail ([rhall@qcl.org.uk](mailto:rhall@qcl.org.uk)) and accompanied by a supporting covering letter. Applications will be considered as they are received by the College. CVs will not be accepted.

The salary for this role will be £35,168 per annum.

The deadline for applications is 4.00pm on Tuesday 7 May.

**Queen's College is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening, including checks with past employers and the Disclosure and Barring Service.**