



## **Data & Administration Officer**

Commence: As Soon As Possible

Salary: Grade 5 (Pro rata £22,754 - £25,886 / 45.85 weeks / 37 hours per week)

Here at Penn Fields School, we believe that every moment is a learning opportunity and that every moment matters. Penn Fields is a school that enables students to access and achieve not only qualification based outcomes, but also the skills needed to prepare for adulthood. Our aim is for our students to leave Penn Fields School, being the best possible version of themselves equipped with the tools needed to be a positive member of society and to continue their learning for life.

We are an all age 5-19 special school catering for 190 pupils with a diverse range of learning needs. We are a PFI/BSF School with exceptional facilities. We continually strive to further enhance our curriculum with exceptionally well trained staff and the best possible learning resources available to ensure all our students reach their full potential.

The Headteacher and Governors wish to appoint an enthusiastic and dedicated Data & Administration Officer to support the work of the schools Senior Leadership Team. This is an exciting opportunity to be part of a team that will enhance the learning experience and student outcomes via strong process. You will need to be reliable, committed and have experience. You should also be caring, trustworthy and an excellent role model for our students with clear motivation to work in a school that seeks to be the best that it can be, amongst staff, students, parents and governors who are all dedicated to learning and continual improvement.

Penn Fields School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. The post is subject to Enhanced Disclosure and Barring Service check.

If you would like to visit the school, please e mail [recruitment@pennfields.com](mailto:recruitment@pennfields.com) or call on 01902 558 640

How to apply: Download an application form from the school website [www.pennfields.com](http://www.pennfields.com) and return to [recruitment@pennfields.com](mailto:recruitment@pennfields.com) or apply via [www.TES.co.uk](http://www.TES.co.uk) or via [www.wmjobs.co.uk](http://www.wmjobs.co.uk)

Closing Date: Wednesday 8<sup>th</sup> November 2023 @ 09:00

Interviews: Wednesday 15<sup>th</sup> November 2023