



# Purbrook Park School (11-16)

*(Foundation Co-educational)*

Park Avenue, Purbrook

Waterlooville, PO7 5DS

Tel: 023 9237 0351

Fax: 023 9261 7941

Headteacher: Paul Foxley MA

[www.purbrookparkschool.co.uk](http://www.purbrookparkschool.co.uk)

## Administrative Officer (Data Manager)

Salary Scale: Grade D FTE (£20,245 - £22,785)

**Start Date: April 2019**

We are looking to appoint an Administrative Officer to manage the data within the School. You will be a valued member of our team as we strive to become an outstanding school.

### The successful candidate will demonstrate:

- The ability to develop and establish administration systems within the school
- Where appropriate, supervise others, to deliver an efficient service to support school requirements.
- To manage and maintain the Schools Information and Management system

Purbrook Park is a happy, friendly and inclusive school, most recently judged 'Good' in all areas by Ofsted in April 2018. We offer a commitment to high quality training and professional development.

For further details and an application pack, or if you would like to arrange a visit to the school, please contact Kirsty Norton by email at [knorton@purbrook.hants.sch.uk](mailto:knorton@purbrook.hants.sch.uk), or by telephone on 02392 370351.

Details are also available on our school website.

**Closing date for receipt of applications is 18<sup>th</sup> January 2019**

Purbrook Park School is committed to safeguarding and promoting the welfare of children and young people, including the need for the successful candidate to undertake a criminal record check via the Disclosure and Barring Service