

The Oldershaw School

Valkyrie Road
Wirral
CH45 4RJ
T: 0151 638 2800
E: schooladmin@oldershaw.wirral.sch.uk

Executive Headteacher: Mr S Fisher
Head of School: Mrs R Sagar

www.oldershaw.wirral.sch.uk
Company Reg: 07652792

Senior Data Officer
41 week contract to include 2 weeks in August for results days
Start date asap
Grade G
Salary FTE £29,777 – £33,024
Actual Salary £27,164 - £30,126

Oldershaw School is an 11-19 co-educational comprehensive situated in the borough of Wirral, which is an easy commute from Liverpool and Chester. We have a proud history of a hundred years of success and we believe in the very highest standards and expectations to provide a rich and challenging education for each and every student.

We are committed to supporting our staff, we can offer a generous pension scheme, death in service benefits, Employee Assistance Programme, Occupational Health and free parking.

Our over-subscribed School is looking to appoint a highly organised person who can provide high quality data and information to all departments. They should be proficient in the use of MS Office. Previous experience is essential for this role and the successful candidate will have excellent interpersonal skills, attention to detail, the ability to manage change, a flexible approach and be able to meet deadlines whilst remaining calm under pressure.

Further details and an application pack can be obtained from the School's website. Please apply using the School's application form and submit it to HR@oldershaw.wirral.sch.uk together with a covering letter. Your application should be addressed for the attention of Mrs A Jackson.

This post is subject to an Enhanced DBS check. The school is committed to the safeguarding and welfare of children and young people and expects all staff and volunteers to share this commitment.

The School is an Equal Opportunities Employer and positively welcomes applications from all people regardless of their sex, creed, marital status, race, age, disability, sexual orientation.

We reserve the right to close this vacancy earlier than the closing date quoted.

Closing date: 11th October 2024
Interview date TBA