

MORNINGSIDE PRIMARY SCHOOL AND CHILDREN'S CENTRE, Chatham Place, London, E9 6LL

Vacancy: Data and HR Officer

We are seeking a Data and HR Officer who is highly motivated and extremely organised to work alongside our dedicated staff, supporting children and their families by co-ordinating all administrative functions to assist in the smooth running of the school.

Our new Data and HR Officer will join a very committed and hard-working staff body who all want to ensure that every child fulfills their potential, both now and in the future. If you share this vision and are committed to helping provide the best possible learning environment for children, we would like to hear from you.

Grade: Scale 6

Salary: between £25,217 and £26,726 depending on experience

Working hours: 35 hours per week across five days

Working shift: varies according to staffing rota, but always between 8am and 6pm

Working weeks: Term Time Only

Contract status: Permanent

We offer: An ambitious, successful and vibrant place to work with great staff and children who deserve the very best!

The successful candidate will:

- have a NVQ level 3 or equivalent qualification or experience
- be able to handle duties that require politeness, sensitivity and tact, respecting confidentiality
- possess good interpersonal, organisational and communication skills
- be able to maintain financial systems, monitoring and presenting budgetary information
- have experience of managing tasks in a timely and effective manner to work to specified deadlines
- be prepared to play a full and active part in the life of the school

The **closing date** for completed applications is **Friday 13th May 2022 at 12 noon**.

Shortlisting will take place on **Friday 13th May 2022**. Candidates invited for interview will be **notified** on **Monday 16th May 2022**.

Interviews will take place on **Friday 20th May 2022**. The **start date** for the successful candidate will be as **soon as possible**.

Morningside Primary School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Successful candidates will be required to complete an enhanced DBS disclosure with list checks.

Due to the nature of the post, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended. Candidates who are selected for interview will be required to give details of any criminal convictions on their criminal self-record form and expected to disclose further information when requested.

To view or download our application pack, please visit <https://morningside.hackney.sch.uk/about-us/join-our-team/> For further details about this vacancy, please contact the school on 02089855382 or via recruitment@morningside.hackney.sch.uk.