

EASTBURY COMMUNITY SCHOOL
Hulse Avenue
Barking
Essex IG11 9UW

Deputy Office Manager/Data Officer
Required ASAP
35 hours per week term time only
APT and C Scale 4 £18,986 - £20,030

Eastbury is a 3-19 school at the heart of an ethnically diverse community in East London. We have just celebrated a highly successful OFSTED and record breaking public examination results in 2019 with many pupils achieving top grades at both GCSE and A level.

Following reorganisation in our office, we currently require a Deputy Office Manager /Data Officer for our Secondary school office.

This role requires someone who has experience working in a school office environment or has worked in a similar environment and a good general standard of education.

Duties will include:

- Assisting with the integration of data, processes and procedures into the school's information management system
- Providing a full range of administrative skills
- Assisting the Office Manager to ensure the smooth running of the office

We are looking for a candidate with excellent and accurate data entry, interpersonal and communication skills along with the ability to multi-task.

The school is located within easy walking distance of Barking tube and mainline station.

For further information and an application form please see the school website www.eastbury.bardaglea.org.uk. Completed forms should be returned to the Headteacher's PA, Karen Dunnell kdunnell@eastbury.bardaglea.org.uk

The closing date for applications is 25 September 2020. Interviews will be held w/c 12 October 2020.

Eastbury School is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks including enhanced DBS checks. We value the diversity of our community and wider society and are committed to promoting and upholding equalities at our school. CVs are not acceptable and will not be considered.

