



## **Mill Hill County High School**

Worcester Crescent, London NW7 4LL

### **DATA OFFICER**

**SALARY SCALE – SCP 12 - 15 (£22,683 - £23,931)**

**36 hours per week**

**Term Time Only plus 3 weeks, including pre-results days, results days  
and the last two weeks of August**

We are looking to appoint a School Data Officer who will take a leading role on the maintenance of student and staff data across the school.

This is a great opportunity for someone with excellent IT skills, attention to detail and the ability to exercise high levels of accuracy to join a high performing and over-subscribed secondary school. The role will involve high level data administration and responsibility for managing the school information management system.

Please email the completed application form to [leonarda@mhchs.org.uk](mailto:leonarda@mhchs.org.uk).

Closing date 3pm, Sunday 14<sup>th</sup> November 2021.

We reserve the right to close the advert sooner should we need to.

Mill Hill County High School is an Equal Opportunities Employer.  
We comply fully with the ethos of safer recruitment and undertake  
all relevant checks, including enhanced DBS clearance.