

Farringtons School
Perry Street
Chislehurst, Kent BR7 6LR

Data/Information Manager

Required to start February 2018

All Year round – 35 hours per week

Salary range £28,545 - £30,524

Dependent on Experience

We are seeking an effective, organised, lateral thinking member of staff to join our team to provide assistance to the whole school to ensure that the information held is accurate, organised and can be accessed by all staff in a user friendly format.

The Successful Candidate will:

- Have the expertise necessary to fulfil the role
- Be an excellent communicator
- Be flexible and approachable
- Have excellent interpersonal skills

In your supporting statement, please include the following points:

1. Your relevant experience to date.
2. How you meet the requirements of the responsibilities outlined in the Job Description.
3. What you can offer Farringtons School.

**The closing date for applications is
5.00pm on Wednesday 24th January 2018
With Interviews to be held the following week**

The school reserves the right to appoint before the closing date, so early applications are advised.

Further information and an application pack are available on the School website:
www.farringtons.org.uk

Farringtons School is set in 25 acres of beautiful grounds close to London. We provide an excellent academic and supportive day and boarding environment for girls and boys age 3 -18.

The School is a member of MIST (Methodist Independent Schools Trust)

The School is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and enhanced disclosure through the Disclosure & Barring Service.



Farringtons
SCHOOL

