



BURGESS HILL

— GIRLS —

Data Manager Required asap

We currently have an opportunity for a Data Manager to develop the use of our School's Management Information System (iSAMS) by ensuring the data is current and accurate and that it meets the needs of the School.

The ideal candidate will have worked with database systems before, have accurate data input skills and have a good working knowledge of Microsoft products, in particular Word, Excel and Outlook. He/he will also have the ability to drive change forward coupled with the ability to work productively with colleagues. Prior experience of Microsoft SQL report writing would be beneficial but is not essential.

Hours of work - Monday to Friday 8.00am–5.00pm

If you are interested in applying for this role please download the job description and application form below and email your completed form to the School. If you require further information please contact our HR Manager, at hr@burgesshillgirls.com or telephone 01444 241050.

Closing date for completed application forms: **5.00pm on Thursday 28th September 2017**
Interviews will be held during **week commencing 2nd October 2017**

The School is committed to safeguarding and promoting the welfare of children and the successful applicant will be subject to an enhanced disclosure through the Disclosure and Barring Service.