



**BLENHEIM
SCHOOLS**



**HALL SCHOOL
WIMBLEDON**

Data Administrator – 12 Months Maternity Cover

Job Title: Data Administrator

Responsible to: Emily Maskell - Head of Operations

Required From: 4th January 2027 – 17th December 2027

About Blenheim Schools

Hall School Wimbledon, a vibrant and proudly non-selective co-educational day school, is seeking to appoint an experienced and motivated Data Administrator for January 2027 to cover a 12 month Maternity contract within our friendly office team.

Occupying a magical campus in the heart of Wimbledon, HSW offers a contemporary and innovative education in a nurturing environment, designed to enable all pupils to flourish and become independent learners for life. We are defined by our outstanding pastoral care here at HSW and our desire to tailor our teaching to meet the needs of every individual.

This is an integral role liaising with staff and students in supporting the Business Support Office to run smoothly.

SALARY - Competitive and inline with HSW pay scales

KEY TASK AREAS & RESPONSIBILITIES

GENERAL

- Manage data entry on all modules of ISAMS including Reports, academic data recording, Timetable editing, Academic year end rollover.
- Issue comms via the parent portal,
- Assisting EVC with school trip planning and communication
- Manage the school Calendar
- Create the weekly school newsletter and collate content throughout the school day
- Website updates and social media posts
- Assist with Parents evening planning
- Exams Support
- Organising School Photos and Vaccinations
- Staff Training record keeping
- Assist with HR
- Covering reception
- General office admin duties
- Exercise vigilance in respect of Health and Safety and promptly report all hazards and/or remedying them where appropriate. Undertake all duties in a manner calculated to minimise or avoid unnecessary risks, personally or to others.
- Report issues and/or incidents relating to staff and Service Users that have arisen in the day promptly to the relevant Line Manager or appropriate person
- Operate at all times in accordance with Company policies and procedures, with particular reference to Safeguarding, Child Protection, Whistleblowing, Complaints and Representations and Behaviour Policies

Proudly part of



**OFG
Education**



**BLENHEIM
SCHOOLS**



**HALL SCHOOL
WIMBLEDON**

- Participate in training
- To carry out any other reasonable and relevant duties as required

In return, we offer the opportunity to work in a supportive and ambitious school community with engaged pupils, committed staff and a strong sense of purpose. This is a key role for the right candidate to make a lasting impact on pupils' lives and the wider operations of the school. To apply, please complete the school's application form and provide a letter of application addressed to Emily Maskell (Head of Operations), outlining your suitability for the role and the contribution you would make to the school.

If you would like to discuss the role or arrange a visit, please contact Emily Maskell on ops@hsw.co.uk.

The deadline for applications is **Friday 30th October**

Interviews will be held w/c Monday 9th November. (Early applications are advised and we reserve the right to call suitable candidates in for interview as soon as possible).

HSW is an equal opportunities employer and welcomes applications from all suitably qualified candidates. We are committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. The successful applicant will be subject to all appropriate safeguarding and pre-employment checks.

Proudly part of



**OFG
Education**