

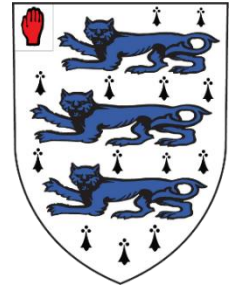


EDUCATION
TRUST

Thomas Adams School
Lowe Hill Rd, Wem, SY4 5UB

01939 237000

Website - [Thomas Adams School - Inspiring Ambition & Success](https://www.thomasadamschool.co.uk)



Data Officer

**37 Hours per week, Term Time + 2 Weeks
Permanent**

Grade 6, SCP 7-11

£28,598 - £31,022 per Annum Pro Rata (£25,470 - £27,626 Actual)

Required As Soon As Possible

We wish to appoint an experienced Data Officer to be responsible for maintaining the accuracy, security and confidentiality of the core data in the School's Management Information System and the management of the College admission process. Applicants should have relevant data administration experience and demonstrate excellent numeracy, computer literacy, communication and organisational skills.

Be a part of something special!

What we can offer you:

The 3-18 Education Trust is a multi-academy trust with students aged from 3-18 and which works collaboratively to provide interesting and exciting opportunities for staff to share ideas, resources and expertise, for the benefit of the students.

In addition to a comprehensive induction and a commitment to your ongoing training and career progression, we also offer a range of employee benefits. To find out more information please visit our [Trust Website](https://www.thomasadamschool.co.uk).

An Applicant Information Pack and Application Form can be found on our school website or alternatively, these can be emailed or posted out to you. Please contact belinda.Howells@tas.318education.co.uk with any queries or if you would like this Information emailed to you.

Closing date for applications is Noon 2nd March 2026

Interviews will take place soon after

The 3-18 Education Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All offers of employment are subject to an Enhanced DBS check and, where applicable, a prohibition from teaching check. This post is exempt from the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013, 2020 and 2023). Guidance on disclosing convictions can be found on the [Ministry of Justice website](https://www.gov.uk/government/guidance/disclosure-barring-and-prohibition-checks). Under the Immigration Act 2016, candidates for customer-facing roles must meet the necessary standard of spoken English. It is an offence to apply if barred from engaging in regulated activity relevant to children. Employment is subject to medical fitness, satisfactory references, right to work in the UK, and an Enhanced DBS check. Online social media checks will be carried out on successful applicants.

■ Compassionate

■ Accomplished

■ Resilient



'Every individual is in a great school'

