



5 Dimensions Trust is currently advertising for the following exciting permanent opportunity to start at The Hazeley Academy

Data Administrator

To commence ASAP

Permanent - Part-Time

Salary: Grade 4 £21,968-£23,194 pro rata, £19,551 - £20,642 actual

20 hours per week, term time plus 1 week plus training days (40 weeks per year)
Days and hours flexible

An excellent opportunity has arisen for a highly efficient and organised candidate to join us as Data Assistant at The Hazeley Academy. You will be joining our progressive and innovative data team; working with key stake holders to maintain student personal and assessment data, so customer focused, confident communication skills are a must.

The ideal candidate will: -

- Be a proficient IT user with the ability to work efficiently with a high degree of accuracy
- Be highly organised
- Have excellent communication skills that allows you to inform, coach and advise others
- Want to make a difference to the children in our care

The schools within the 5 Dimensions Trusts are consistently ranked amongst the highest-achieving schools in Milton Keynes. We are on a mission to make our Trust the very best place to work and study and place the wellbeing of our staff at the forefront of our actions.

Staff wellbeing is a priority for 5 Dimensions Trust and we create opportunities for staff to connect with each other socially. Professional development is of a high quality; colleagues engage in a range of CPD from in-house coaching to National Professional Qualifications. All staff identify a 5-year career pathway supporting them to grow and be the best version of themselves. Our pension scheme is generous, as is our incremental pay progression. If you would like a tour of the academy prior to applying, please contact HR on 01908 555620.

Closing Date: 11 October 2023

Interview date: TBC

To view full details and apply online, please visit <https://www.mynewterm.com/jobs/136844/EDV-2023-HA-00738> or alternatively you can contact recruitment at the address below. *The Trust reserves the right to close the application process at any stage should we receive sufficient applications.*

5 Dimensions Trust is an equal opportunities employer. *The Trust is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. An enhanced DBS check is required for all successful applicants.*

Recruitment, 5 Dimensions Trust, Emperor Drive, Hazeley, Milton Keynes, MK8 0PT

Tel: 01908 555620

Email: recruitment@5dimensionstrust.com

Website: www.5dimensionstrust.com

CEO: Mr Tony Nelson