

**GRANTA SPECIAL SCHOOL**  
**Linton, Cambridge**



**We require a positive, caring, organised and articulate Data Administrator to join our wonderful staff team.**

**Grade:** SCP range 12 – 17 (FTE £26,421 - £28,770)  
Dependent on experience, qualifications and skills

**Contract Type:** 37 hours per week x 39 weeks per annum (8.30am – 4.30pm,  
weekdays, term time including PD days only)

**Contract Term:** Permanent, starting ASAP

Granta School is a highly successful, popular Community Area Special School, catering for pupils aged 3 to 19 years old. We currently have 150 children on role and we are extremely proud of our team who continually work towards providing our students with the best possible learning outcomes.

We are looking for applicants with a strong knowledge of school systems although full training will be provided.

The successful candidate will manage the admission of students to Granta and transition of Granta students through the school. They will work closely with teachers and manage the annual review process. They will work effectively as part of the office team. Providing teachers, teaching assistants, members of the Senior Leadership Team and other members of the school staff with information and reports when required.

Granta offers great opportunities to candidates wishing to work in a forward looking, effective team of professionals keen to make a difference for our pupils and their families. A post with us comes with valuable team support from colleagues, opportunities for professional development and involvement in a school that continues to move forward.

Further details can be obtained from the School Office.

Closing Date: Midday 18 September 2024  
Interview Date: Friday 20 September 2024

Please call 01223 896 890 to request a visit and an application pack or email  
[office@granta.cambs.sch.uk](mailto:office@granta.cambs.sch.uk)

All posts are subject to enhanced police checks. We expect all staff to undertake training and adhere to safeguarding policies.