



Job Title: Data Input Controller
Start Date: December 2025
Job Grade: Scale E Points 7 – 11 (Actual salary £23,191 - £24,718)
Hours: 37 hours per week, Term Time plus 2 weeks, Permanent
Closing date: Monday 17th November 2025 at 9.00 a.m.
Interview date: Thursday 27th November

We reserve the right to close advertisement early. Advertisements will therefore close the day the decision has been taken to close the advertisement early.

Notre Dame High School is an 11-18 highly successful and oversubscribed Roman Catholic school with Academy status. We are part of St John the Baptist Catholic Multi Academy Trust. We are a 2024 Ofsted rated 'Good with Outstanding features' school, one of only 37 EEF Research Schools nationally, and a designated Teaching School Hub.

We are looking to appoint an enthusiastic and capable Data Input Controller to join our school Data Team. This is a key position integral to the efficient operation of many of the school's systems. The appointee will be expected to be proactive and show initiative, and display attention to detail and respect for the confidentiality of the position.

Join us at Notre Dame and benefit from:

- a culture which values respect, honesty and kindness;
- great training, leading to great professional development and career progression;
- an outstanding quality of relationship between pupils and staff, and between pupils themselves;
- staff charter including a number of wellbeing initiatives.

It is part of our Vision that *"Our values and the distinctive ethos of our Trust of Catholic schools will enable every child and young person to receive the very best education, so that they are empowered to grow, learn and achieve"*.

For an application form and further details including a job description and person specification, please visit our website at [Notre Dame High School - Vacancies](https://www.ndhs.org.uk/vacancies)

Preliminary visits to the school or discussions regarding the post are welcome by arrangement with Sarah Cheshire, scheshire@ndhs.org.uk

Notre Dame High School welcomes applications from members of minority ethnic communities and those with disabilities.

We are unable to provide sponsorship for this position, so please ensure you have the right to work in the UK before you apply.

The school is committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment in accordance with safer recruitment practices and the statutory guidance in Keeping Children Safe in Education. Successful applicants will be required to provide references and undertake an Enhanced Disclosure and Barring Service (DBS) check and comply with the Safeguarding Policy and Child Protections practices of the Trust.