



Oriel High School
Maidenbower Lane
Maidenbower
Crawley
West Sussex
RH10 7XW



Headteacher: Philip Stack BSc MA NPQH

This innovative and successful 11-18 school opened in September 2004 and has grown year on year. Oriel High School is now oversubscribed with over 1500 students and was judged 'Good' by Ofsted in 2025; it has excellent facilities and is a dynamic learning community. Whole school results have improved each year.

Data & Systems Administrator

The salary range is £26,403 - £26,824 (Grade 5) plus Fringe allowance, Pro-rata Term Time only.

The Governors are seeking to appoint an excellent administrator with outstanding personal and computing skills for the post of Data & Systems Administrator. The post is term time only, including 5 Staff Training days. Working hours 8am – 4pm this equates to 37 hours a week with half an hour unpaid for lunch over 44 weeks per year (inc 5 weeks paid leave).

This is a pivotal role and the person appointed will work closely with a range of staff in support of Teaching and Learning throughout the school.

Working knowledge of Bromcom is desirable, however a high level of I.T. skills and team working skills are essential. A full training and support programme tailored to the needs of the individual will be provided.

Key Tasks include:

- Maintenance of students' academic records, personal records and course/timetable administration
- Working alongside the Teachers and Pastoral Teams with the administration surrounding rewards & sanctions
- Co-ordinating the transition process for the new intake, to include importing new intake personal details into SIMS.net, obtaining current school photos, setting classes and mentors.
- Working alongside the admissions team to create all new starters, setting up all student systems,
- Recording student attendance.
- The development of links with parents on student progress, including online reporting.
- The production of reports, labels, lists, statistics, requested by staff.
- Managing the production of student intervention, interim and full reports
- Assisting with the completion of PLASC, CES annual census, Pupil Data Level Collection, termly census

If you have drive, enthusiasm, and experience to bring to our school we would be pleased to hear from you.

Closing date for applications: 12pm Monday 23rd March 2026

Oriel High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants for this post must be willing to undergo child protection screening, including reference checks with previous employers and a criminal record check with the Criminal Records Bureau.

West Sussex County Council is an Equal Opportunities Employer