



The
Henrietta Barnett
School
FOUNDED IN 1911

The Henrietta Barnett School is a high-performing state grammar school with approximately 800 girls aged 11-18. It is known for its warm, friendly ethos and is regularly at or near the top of the national school league tables.

**School Information Manager
FOR MARCH/APRIL 2026**

**Salary: FTE equivalent Outer London SCP 18-26
depending on skills, qualifications and experience
Full-time (Part time applicants may be considered)
Permanent**

We are looking to appoint a School Information Manager to manage the sourcing, administration and processing of a range of school data and work closely with senior and middle leaders to provide them with relevant information support as required. In particular, the role involves overseeing and managing the school's MIS. In addition, the role is to work as a member of the support staff to the smooth running of the general administration of the school.

The Henrietta Barnett School is a warm, friendly school in beautiful surroundings, with a culturally diverse intake and a keen interest in developing girls' education.

We are committed to Safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. Applicants will undergo enhanced DBS and other checks.

For further information and an application form, please see the School's website www.hbschool.org.uk. Applications must be submitted on the application form and be accompanied by a letter detailing reasons for applying for the post and suitability for it, and sent to recruitment@hbschool.org.uk

Closing date for applications: Monday 23rd February by 12:00pm

[please note that applications will be considered as they arrive]

The Henrietta Barnett School values the diversity of our staff and students and all of our staff are equally valued and respected.

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