

Data Manager

26 hours per week (Monday to Friday - flexible working pattern to be discussed at interview)

Term time plus some additional days to be worked during school holidays

Point 7 – 11, £19,554 - £21,166 FTE per annum (salary will be pro rata)

We require an enthusiastic and energetic colleague to work as a Data Manager to enter, edit and manage the data required for external and internal use.

We are looking for someone with excellent communication and ICT skills, with the ability to organise and prioritise their workload at busy times during the school year.

Duties will include managing the input and retrieval of pupil data, including assessment and examination data and co-ordinating the production of reports required by internal or external agencies.

Closing date for all applications is noon, Friday 18th October 2019

For further details and an application pack, please see the School Website

www.wellington-school.co.uk

The School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Criminal Records Bureau.