5th March 2018

Dear Applicant,

# **Re: Data Manager**

Thank you for your interest in the above post at St. Francis of Assisi Catholic Technology College.

On this website you should find:

* Information about the school
* Job Description and Person Specification
* Support Staff Application form. Please note that the interview will include questions about safeguarding children.

We would ask that you complete an application form electronically. Application forms, in WORD, that may be completed on line are available from our own school website, [www.stfrancis.cc](http://www.stfrancis.cc). This may be printed and posted to the school or emailed to [kmccourt@stfrancis.cc](mailto:kmccourt@stfrancis.cc). Posted completed forms should be addressed to the Headteacher at the School.

**Please also submit a supporting statement outlining your experience and what you believe you could offer to our school in this post. This supporting statement should not exceed 2 sides of A4.**

**Photocopies of qualifications gained must be submitted with your application. Failure to do this will result in your application being rejected by our shortlisting panel (Safeguarding). If called for interview, you will be required to bring in your original certificates for verification.**

The closing date for receipt of applications is Friday 6th April at noon**.** Should you require any further information at this stage please email Miss McCourt at the email address above.

May we wish you success in this and any future applications.

Yours sincerely,

P.Hanrahan

Headteacher