November 2018

**SIMS and Data Manager**

I do hope that having read **all** the information with regard to this position, including our Child Protection Policy at [www.st-annes.enfield.sch.uk](http://www.st-annes.enfield.sch.uk) and that if **your skills and qualities** match the person specification and job description you will apply for the post.

Please note that as part of our Safer Recruitment process we only accept completed **Borough of Enfield Teaching Staff Application Forms** including the Equal Opportunities Form and Declaration of Spent and Unspent Convictions Form.

Please return via email to [worrallk@st-annes.enfield.sch.uk](mailto:worrallk@st-annes.enfield.sch.uk) before the closing date of **9am Tuesday 27 November 2018.**

Shortlisted candidates for interview will be informed by 9am Wednesday 28 November 2018.

As part of our Safer Recruitment Procedures, references will be requested by email and read by the panel prior to interview.

The Interviews will be at the Palmers Green Site on Thursday 29 November 2018 starting at 8.30am for all candidates and expected to be finished by 1pm.

Yours sincerely



Mrs S Gilling

Headteacher