



# La Retraite

Roman Catholic 11-19 Girls' School

Atkins Road, Clapham Park, London SW12 0AB

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[www.laretraite.lambeth.sch.uk](http://www.laretraite.lambeth.sch.uk)

**Head Teacher:** Mr. D. Malins

16<sup>th</sup> June 2017

Dear Applicant,

**Re: Exam and Data Officer at La Retraite R.C Girls School**

Thank you for your interest in the above post.

We are looking for a suitably qualified and experienced individual to be responsible for the administration and organisation of all aspects of internal and external examinations in accordance with the school's Examinations and Controlled Assessment Policies. To analyse and present examination results in co-operation with the Curriculum Support Manager.

Some of the key skills that you must also have in relation to Data Management are:-

- Experience of managing and maintaining data in a secure environment.
- Experience in the use of SIMS [or relevant school information management system].
- Ability to build and form good relationships with students, colleagues and other professionals.
- Able to lead, develop and motivate a team of staff, delegating duties as required.
- Ability to work constructively as part of a team, understanding school roles & responsibilities including own.
- Excellent verbal, written communication and interpersonal skills appropriate to the need to communicate effectively with colleagues, students and other professionals.

Visits, are encouraged and welcomed and can be arranged by contacting Ms Clarke, HR Manager by telephone, 020 8673 5644 x 159 and/or email [aclarke@laretraite.lambeth.sch.uk](mailto:aclarke@laretraite.lambeth.sch.uk)

**Please note that the closing date is 12 noon on Monday 3<sup>rd</sup> July 2017. Interviews are expected to be held during the week commencing 10<sup>th</sup> July 2017.**

Should you wish to apply for the post, please go onto our website [www.laretraite.lambeth.sch.uk](http://www.laretraite.lambeth.sch.uk) and apply online.

I would like to wish you luck and look forward to receiving your application.

Yours sincerely,

Dominic Malins  
Headteacher

Faith, Values, Excellence

