June 2017

Dear Colleague

**SIMS & DATA MANAGER**

**Full time & Permanent (37 hours per week)**

**NJC Scale 5: £20,661 - £22,658 (pro rata) Term-time only (plus 5 days by negotiation)**

Thank you for the interest that you have shown in the above post. On the website you will find an application form, person specification and job description for the position. Applicants please note that, in addition to a completed application form, there should also be a letter in support of your application. It is important that you complete the most up to date version of the Catholic Education Service (CES) form (Version 12) in order that your application can be considered. The closing date for this post is Wednesday 28th June at 12noon. Interview date to be advised.

In March 2017 the school was graded by Ofsted as good with ‘Outcomes for pupils’ and ‘Personal Development & Welfare’ as outstanding:

* *‘Pupils shine at this school because they benefit enormously from being part of the ‘St James family’, a supportive and caring community. They are happy and safe in school.’*
* *‘Pupils’ conduct is exemplary.’*
* *‘Staff are proud to be a member of staff at this school’*
* *‘Parents have highly positive views of the school’*

We have also been judged to be an ‘outstanding Catholic school’ by the Diocese of Shrewsbury:

* *‘St James’ is an outstanding Catholic school and is effective in providing Catholic education’*

St. James’ is an 11-16 mixed, voluntary aided Catholic Comprehensive school in the Diocese of Shrewsbury. It is a very attractive purpose built school with good facilities and it is set in delightful surroundings in Cheadle Hulme. The school is also the designated local Catholic school for physically disabled students.

Governors wish to appoint a dynamic and innovative individual to the post of SIMS and Data Manager to work as part of the support team. The role requires a suitably qualified and experienced person to manage SIMS and data. You should be able to demonstrate excellent interpersonal skills, be a team player and have a commitment to take a wider role in school life.

Reporting to the School Business Manager, this appointment will be central to the management of pupil data and the wider provision of an excellent information service to support the successful academic performance of all students.

Our Catholic Christian faith is at the heart of everything we do at St James’. This post is not, however, restricted to Catholics and we welcome applications from all suitably qualified candidates, who meet the requirements of the person specification and who feel able to support the school’s ethos.

St James’ is a stimulating environment for both students and staff. Expectations for both achievement and behaviour are high and we demand high standards of everyone. I look forward to receiving your application.

Yours faithfully,

Mrs Margaret Monaghan

Chair of Appointments Committee