



## **Pensby High School**

Irby Road, Heswall, Wirral.  
CH61 6XN

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[www.pensbyhighschool.org](http://www.pensbyhighschool.org)

Headteacher: Mr K Flanagan

### **Required as soon as possible**

#### **DATA MANAGER**

**36 hours per week - 42 weeks per year**

**Band H (£28,221 - £30,756 full time)**

**(£26,850 - £29,262 actual)**

Pensby High School are seeking to appoint a reliable, experienced, articulate and highly motivated person to head the use of SIMs in the school, to develop and manage the schools data systems under the direction of the Deputy Headteacher.

The person appointed must have excellent interpersonal and organisational skills, be able to work calmly, have a keen eye for detail, be a quick learner and efficiently to meet the demands of staff and respond confidently under pressure and to meet deadlines.

The person appointed must be experienced in the use of data within schools and able to use SIMS Assessment Manager, and ideally SISRA and Excel to a high level.

Proficiency in other ICT software packages would be an advantage, as would knowledge of SIMS Discover.

Duties will include managing our Classcharts system, developing the way we use data and analyse it, and to produce timely high quality reports. Heading and managing the data team including the school's Exams Officer. An expectation of this role is that you would work in the summer holidays in line with the requirements of the school.

An application form and further information is available from the school website, [www.pensbyhighschool.org](http://www.pensbyhighschool.org).

Applications should be returned to Mr K Flanagan, Headteacher, Pensby High School, Irby Road, Heswall, Wirral, CH61 6XN.

**Closing Date: Monday 25 March 2019, 12 noon.**

This post is subject to an Enhanced Level DBS check.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

All applicants will be considered on the basis of suitability for the post regardless of sex, race or disability.

**Please note we do not accept C.V's or approaches from Recruitment Agencies.**