



The Clevedon Learning Trust (CLT) was launched on 1st January 2015. The CLT is currently formed of seven schools in two geographical areas; one secondary and three primary schools in Clevedon and three primary schools in Bridgwater. The CLT brings with it a new, innovative and student focussed approach to education within local communities. The CLT will provide high quality education and experiences for children and families. We will achieve this through our formal school partnership, using the most effective teaching and learning strategies, the best resources and facilities and the clearest progression routes for our children from the age of 0 to 18.

Clevedon School is an 11-18 Mixed Comprehensive (1190 on roll inc. 170 in Sixth Form) which was judged in October 2011 to be Outstanding. We are committed to excellence and are ambitious for further improvement. The school has a clear vision and is known for innovation and strong student ethos. Clevedon is an attractive coastal town south of Bristol and the school is situated in beautiful wooded surroundings.

Data Manager

**Required ASAP
Permanent, All Year Round**

Salary Grade: JG7 – JM1 (£28,821 – £30,152) (dependent on experience)

We are looking for an enthusiastic and positive individual with excellent organisational skills to manage the school's data systems.

The job will suit someone who has excellent time-management skills, an eye for detail, who is methodical, able to adapt and pick up new skills and knowledge, and manage their own workload under the direction of the Head of Curriculum, Assessment & Academic Achievement.

We Offer:

- A school committed to excellence that values students and staff.
- An opportunity to gain experience across all aspects of school life.
- An opportunity to show initiative and creativity.
- A school committed to professional development for all staff through the Clevedon Learning Hub.

You Offer:

- Excellent organisational skills with the ability to effectively multi-task, plan and prioritise workload to meet deadlines.
- Excellent communication and interpersonal skills.
- An eye for detail and to 'think outside the box' for problem solving.
- Commitment to be part of an innovative and forward thinking school.

"Clevedon School appoints high quality staff who make a positive difference to student experiences."

If you are interested in this post, please contact us to discuss further or to arrange a visit to the school.

An application form and further details are available from:

www.clevedonschool.org.uk

Tel: 01275 337404 **Fax:** 01275 340935

Email: recruitment@clevedonschool.org.uk

CLOSING DATE FOR APPLICATIONS: Thursday 14th December at 3.00pm

Date for interview: Monday 18th December

Clevedon Learning Trust is committed to safeguarding and all applicants will be vetted through ISA/DBS checks.