



**ABBNEYFIELD
SCHOOL**
*Creative
Education
Trust*

Data Manager

Contract: Permanent, 37 hours per week. Weeks per year negotiable, between 43 and 52 weeks per year to include term time and training days

Salary: Grade J, Points 33 – 37 (£29,909 - £33,136) Pro rata

Closing date for applications: 9am, Thursday 18th April 2019

Interviews w/c: Tbc

Abbeyfield School is an exciting and supportive place to work. There is a commitment to team work at all levels in the school and we work together to provide outstanding opportunities for our students supported by cutting edge facilities. We became an academy with the Creative Education Trust in October 2012. We have 1300 students between the ages of 11 and 19 and employ over 130 staff; this includes teaching, support and technical staff. Abbeyfield School is a good school (Ofsted May 2016) and is continuing to be highly successful.

We are looking to recruit a Data Manager to play a key role in our school. The Data Manager will maintain all aspects of the school's management information systems, providing reports and analysing data for the Principal and Senior Leadership Team. The role also includes leading the existing Examinations Team and SIMS team. The role is varied to include timetabling and cover with opportunities to develop skills across different areas. As such, the job description may be reviewed with the successful candidate upon appointment.

For more information and to apply, please download an application form and job description from the Abbeyfield School website www.abbeyfieldschool.org.uk. Completed applications should be returned for the attention of HR by post, to the main school address or via email to recruitment@abbeyfieldschool.org.uk.

If you have any questions regarding this position, please contact Jenny Pullin, HR & Operations Manager on 01604 763616.

Abbeyfield School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be subject to an Enhanced DBS check, references and other checks.

We are an equal opportunities employer.