



We are His body, living and learning as one.

School Data Manager

Role: School Data Manager

Salary: Grade 6 scp. 21-25 pro rata to £30,825 - £33,945 pro rata to 35 hours per week for 41 weeks a year.

Actual Salary: £27,869 - £31,386

Hours: 35 hours per week for 41 weeks per year (term time plus insets plus 2 weeks)

Required: September 2024

Contract: Permanent

Closing Date: Monday 10th June 2024 at 12 noon

Shortlisting: Wednesday 12th June 2024

Interviews: Wednesday 19th June 2024

Corpus Christi Catholic Academy Trust wishes to appoint School Data Manager to work with the Headteacher of All Saints Catholic College. The successful applicant will be required to work with the Senior Leadership Team producing school data.

The successful candidates will:

- Have excellent analytical skills
- Be highly competent producing and working with data
- Have excellent attention to detail
- Have excellent organisation skills
- Be able to work in successful partnership with all stakeholders and support the School and Trust's vision

We can offer the successful candidate:

- An opportunity to work within a welcoming and enthusiastic environment with wonderful children, supportive staff, governors and parents
- Close links and group support from all other schools in this forward thinking Catholic multi-academy trust in this exciting time in our development
- An opportunity to be part of a team of dedicated, talented and hardworking individuals
- Entry into the Local Government Pension Scheme which is one of the most competitive on the market, with employer contributions of 18.5%

- A true commitment to Continuing Professional Development with access to a library of on-line training courses and fully accredited qualifications and opportunities to access other relevant paid training.
- A range of employee benefits which support your well-being that includes:
 - A confidential Employee Assistance Programme which is extended to members of your family
 - A Health Cash Plan which is paid for by the Trust and gives access to a range of benefits which include covering the costs towards optical, dental, alternative therapy treatments, health screening and discounted gym memberships and a large range of retail discounts. Some benefits are also available to family members
 - Flu vaccination clinics
 - Eyecare Vouchers

Prospective candidates are warmly invited to visit the school and meet with a member of the school's senior leadership team. Please contact Nicola Heywood, School Business Manager on 0161 338 2120 or e-mail: nheywood@allsaintscatholiccollege.com to make arrangements.

If you would like to apply for the position, application packs are available from the Trust's website: www.corpuschristitrust.co.uk/vacancies. You should complete the CES Support Staff Application Form and return it by e-mail to recruitment@corpuschristitrust.co.uk. You will need to read the Application Form Notes, Privacy Notice, Job Description, Person Specification and Disclosure Form.

Corpus Christi Catholic Academy Trust is an Equal Opportunities employer and we positively welcome applications from all candidates regardless of age, disability, religion, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, sex and sexual orientation.

Corpus Christi Catholic Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The post will be subject to enhanced DBS and barred list checks, satisfactory references, satisfactory online/social media checks and appropriate overseas checks and will be exempt from the provisions of the Rehabilitation of Offenders Act 1974. The applicant will be required to safeguard and promote the welfare of children and young people.

It is not a requirement of this role to be a practising Catholic and therefore, applications are invited from individuals committed to supporting the Catholic ethos of the school.

CV's and agency referrals will not be accepted

Please note that whilst the successful candidate will be appointed to a particular school within the Trust, the Trust reserves the right to deploy staff at any of its schools depending on need, where agreement is reached with all parties.