Data Manager

<u>Required ASAP</u>
Scale 6, Point 12 (range 12-17)
30 hours per week over five days. (proposed working pattern 9.00am-3.00pm)
40 school working weeks per annum to include Inset Days and 1 week in the school holidays
Actual Salary: £17,370.00 to £19,036.00 (pro-rata) depending on experience and length of service

We have an exciting opening for an enthusiastic and professional Data Manager to work on the College site. This is an exciting opportunity for the successful candidate to be part of an innovative, inspiring learning environment with high expectations of students and staff.

The role includes:
- Administration and organisation of all aspects of External Examinations
- Maintain the SCR and take on administrative duties related to safeguarding
- Undertake General Data Protection Regulation (GDPR) responsibilities;
- Work as part of a wider administration team to ensure an efficient and effective administrative service for Thriftwood College and School

We can offer you:
- A range of high quality professional development opportunities
- Varied, interesting and highly rewarding work
- A social, caring and dedicated team of colleagues, focused on the best outcomes for all students and staff
- A bright new future

Closing date: Monday 30th January 2023 (midday)

Interview date: Monday 6th February 2023 (AM)

To Apply: Please complete a SEAX Trust application form available at www.thriftwoodschool.com and www.essexschoolsjobs.co.uk
For additional information and queries please telephone Gemma Baker on 01245 262779.

The SEAX Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. This includes obtaining references and ensuring compliance with the Disclosure and Barring Service process.