Data Manager

Required ASAP
Data Manager
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: £15,730.00 to £15,937.00 (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
- Work as part of a wider administration team to ensure an efficient and effective administrative service for Thriftwood College and School
- 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
- To contribute to the overall ethos, work and aims of the school and college;

Closing date: Friday 3rd December 2021 (midday)

Interview date: Wednesday 8th December (AM)

SEAX Trust application form UNDERLINE MUST BE COMPLETED - available on the college website with additional information, Essex Job Scene website or on request from the college office.
Return completed form to gemmabaker@thriftwoodschool.com

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.