



Required JUNE 2024– Grays Convent High School are seeking to appoint an inspirational and dynamic **SCHOOL PUPIL DATA MANAGER**

This is an exciting opportunity for an innovative person as it is a key post within the school which requires dedication and a highly efficient and responsible approach. The post therefore calls for the ability to work on one's own, to work with a high degree of accuracy and to use judgement and initiative. The ability to remain calm and controlled under the pressures of working in a very demanding and constantly changing environment is also essential. This will require considerable flexibility in working hours and styles and a willingness to undertake training to meet the varying demands of the role. Experience of working in a School Pupil Data Manager or similar position is desirable.

The job purpose of this role is to:

- ✓ To manage school admissions and the school admissions/appeals process throughout the school, ensuring that the school's admissions criteria is adhered to and all deadlines are met.
- ✓ To manage the statutory and school-based collection of data to deadlines, and prepare electronic and paper-based reports for staff, pupils, parents and outside agencies
- ✓ To manage and maintain whole school management information system (SIMS and SISRA to ensure that a comprehensive and cohesive support service is provided to the school.

This is a term time plus 2 week role (8 days to be worked at the end of August in preparation for GCSE exam results and preparation for the start of the new academic year and 2 days to be worked in agreement with the Line Manager). You will not be required to work Inset Days but should it be necessary for you to attend you will be paid additional hours.

The hours of work will be 37 hours per week, 8.00am to 4.00pm Monday to Thursday and 8.00am to 3.30pm on Friday, with a 30 minute unpaid lunch break each working day.

This is a Band 4 Support Staff role and the **actual salary range is £21,997 - £24,945.**

In return, we can offer you:

- A personal and caring approach
- A calm and inspiring environment
- Career support and continued professional development
- Exceptional behaviour for learning

Grays Convent High School is a successful all girls' 11-16 Catholic Secondary School, a dynamic institution committed to academic excellence. With a diverse student body and equally diverse and dedicated staff, we foster an environment where every girl's talent is nurtured.

We are based in Thurrock, Essex and we have a Pupil Admission Number (PAN) of 620. We have three year groups with 150 pupils and a temporary admission number of 680, having taken 'bulge' classes due to local growth. We are a high-performing school that has risen to become one of the top performing schools in Thurrock.

"Inspiring ambition and achieving excellence" is not just a mission statement but a reality at Grays Convent. Our great examination and progress results reflect our commitment to high-quality teaching and learning. With outstanding behaviour for learning, we create an environment where students are happy, motivated, and eager to excel.

Our recent results, including a Progress 8 score of +0.64, showcase the school's commitment to academic achievement. With a focus on the EBacc and excellent Attainment 8 scores, we pride ourselves on providing a robust foundation for future success. English and Drama results are very good.

With a successful OFSTED 'Good' judgment comfortably secured in June 2023, we are now pushing towards 'outstanding' status, with all of the excitement of setting and achieving the highest standards on a daily basis. Our Section 48 Inspection described us as an "Outstanding Catholic School".

If you would like to become part of our exceptional support staff team please apply by downloading our application pack available on the school website, www.graysconvent.thurrock.sch.uk or by contacting finance@graysconvent.thurrock.sch.uk If you require any further information or wish to discuss this role further please call the School Business Manager on 01375 376173 Option 5.

In line with our safeguarding practices we are unable to accept CV's.

We are committed to safeguarding and promoting the welfare of our pupils and young people. The successful applicant will therefore be required to complete an enhanced Disclosure and Barring Service check. We encourage applications from all sectors of the community to reflect our diverse student population

Closing date: 9am, Monday 3rd June 2024