March 2021

Dear Applicant,

Thank you for your interest in the post of Data Manager at Churchill Community College, this is a grade 8, permanent post and an incredibly exciting opportunity for the right candidate.

The responsibilities within this role are crucial to the smooth running of the school on a day-to-day basis so appointing the right person to this role is incredibly important to us. The successful candidate will be highly organised and self-motivated and be able to demonstrate significant experience of managing and maintaining data systems. The ability to provide detailed analysis and evaluation of data to key stakeholders is essential to this role. To be able to do this you will need to be proficient in the use of Microsoft Excel and/or Google Sheets and be able to prioritise your workload whilst working to tight deadlines.

Churchill Community College is a vibrant, exciting and rewarding place to work, and the role would be perfect for someone looking to undertake a varied role in a school setting that is integral to the smooth running of many aspects of our work. If, from what you have read, you feel that you would like to join us, please submit a completed application form and a letter of application (not exceeding two sides of A4) outlining how your skills and experiences make you the best candidate for the post. A CV is not required and will not be accepted. The closing date is **9am** on **Monday 12th April 2021**.

Please email your application to Heather Bell, Headteacher's PA: heather.bell@churchillcc.org

We expect interviews to take place week commencing the 19th April. If you have not heard from us by the relevant date, you should assume you have not been shortlisted and your application was unsuccessful. I very much look forward to receiving and reading your application.

Yours sincerely

Paul Johnson
Headteacher