



Required ASAP

Alsager School

Cover Manager and Data Systems Officer

DATA Systems Officer and

[Responsible to Assistant Headteacher]

Full-time (37 hours): 39 weeks (Term Time +5 days)

Hours: 7.00am – 3.00 pm [There is some flexibility about the hours of the post]

Grade 6 scp 12 - 17; £23,909 to £25,936 p.a. (actual salary)

+ Pension scheme (LGPS) + Employee Assistance Programme

We are seeking to appoint a highly committed & motivated person with the ability to:

- Organise daily cover arrangements within SIMS/Cover for absent staff, school diary events and room changes
- Maintain accurate records of all cover provided and communicate effectively with staff.
- Plan, book and coordinate external supply staff in line with school standards and budget.
- Ensure that cover work is appropriately allocated to available staff and that lessons are covered without disruption.
- Assist in maintaining and updating the school's student data systems, ensuring data accuracy and integrity.
- Support the data team with the input, processing, and retrieval of data for student records, assessments, and attendance.
- Assist with the preparation of reports on student performance and provide data analysis support for teaching and leadership teams.
- Support in the preparation and administration of online parents' evenings.
- Provide administrative support to the Exams Officer
- Deputise for the Exam manager as required.

Good working knowledge of SIMS.net is preferred. Along with excellent communication skills.

Previous experience preferred but full training will be given

Closing date: 12 noon Tuesday 11th March 2025.

Interviews: Week commencing 17th March 2025

Full details and an application form can be downloaded from our website: Vacancies – The Cornovii Trust or contact us on 01270 871100.

Alsager School is committed to safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The post is subject to enhanced Disclosure and Barring Service disclosure.

Alsager School, Hassall Road, Alsager, Cheshire ST7 2HR

Telephone: 01270 871 100 • Email: admin@alsagerschool.org • Web: www.alsagerschool.org

Headteacher: Mrs A O'Neill



The Cornovii Trust

CEO: Mr R Middlebrook

The Cornovii Trust is a charity and a company limited by guarantee, registered in England and Wales with company number 8597784 and having its registered office at Hassall Road, Alsager, Cheshire ST7 2HR