



Job Title: Data Manager
Salary: Grade E (Actual Salary £24,525 to £27,190.96)
Hours: 37 hours/40 weeks per year, permanent

We are looking for a part time dedicated and enthusiastic Data Manager to play a key role in our school. The Data Manager will maintain all aspects of the school’s management information systems, provide reports, update the timetable and support staff in their analysis of student data. Experience of school data systems is desirable but not essential- if you are able to use a number of office and email systems and have a thorough, detailed approach to your work this could be the role for you.

At Marine Academy we are determined to help children succeed irrespective of background. We are looking for a proactive and adaptable Data Manager to be part of a larger team overseen by the Associate Assistant Principal for Narrowing The Gaps. You will work alongside the Exams Officer in your own office and have access to a trust wide support network that will help you settle in to your role and ensure your further career development.

This is a grade E position, working term time only, either full time at 37 hours per week (8am-4.00pm Mon-Thu and 8am – 3.30pm Fri) or part time at 25 hours per week over 5 days (9.30-14.30 Mon-Fri), or 20 hours per week, (9.30-14.30 over four days of your choosing). During August you will need to work an additional 5 days over the exam results period covering A-Level and GCSEs.

To apply and for further information on each of our positions please go to https://ce0218li.webitrent.com/ce0218li_webrecruitment/wrd/run/ETREC179GF.open?WVID=002975IVaQ

For an Informal conversation about the role please contact: SLT Admin at SLTAdmin@marineacademy.org.uk

Closing date	Friday 11 th October 2024 08:00am	Interview date	TBC
---------------------	----------------------------------------------------	-----------------------	-----

The Ted Wragg Trust is committed to safeguarding and promoting the welfare of children. All appointments will be subject to a number of safeguarding checks including an enhanced DBS check.

We are part of the Ted Wragg Trust, an **ambitious** and **inclusive** trust of schools **strengthening our communities** through **excellent education**.