

## **Lacon Childe School**

### **Student Data Manager**

Fulltime, permanent position, 37 hours per week term time plus 5 PD days and 4 days in August.

Salary within range NJC Scale 5 points 12 - 17. Actual annual salary £23,091.77 - £25,144.78.

Hours: 8 am – 4 pm Monday to Thursday, 8 am to 3.30 pm Friday.

This position carries automatic entry to the local government pension scheme and other benefits such as cycle to work and childcare voucher schemes, plus excellent working conditions. Your professional development will be supported. This position is based at Lacon Childe School and is within easy commute of Bridgnorth, Kidderminster, Ludlow and Worcester.

The school is looking for an outstanding, enthusiastic and motivated Student Data Manager to lead the management of personal student data to fulfil statutory and school requirements including reporting, and to assist in the development and production of the school timetable and to support the Examinations Officer in the running of both internal and external examinations.

We are looking for a highly effective person to carry out this responsible post. The post is varied and will require excellent communication and organisational skills and an ability to maintain absolute confidentiality at all times.

Previous experience within a similar role and educational experience is desirable although applications from suitably experienced applicants with the required skill set will be welcomed.

For further information and to obtain an application form and full job description, please contact [HR@laconchildeschool.co.uk](mailto:HR@laconchildeschool.co.uk) or see our website [www.sget.org.uk](http://www.sget.org.uk). Closing date for applications: Monday 4<sup>th</sup> November 2024 at 9am (we reserve the right to close the application deadline early).

The Shropshire Gateway Educational Trust and all its schools are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. Rigorous child protection procedures are in place. Appointments are subject to an Enhanced DBS check, where applicable a prohibition from teaching check and other appropriate pre-employment checks. Applicants should read our safeguarding policy (available on our website) prior to application.

This post is exempt from the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020). This means that certain convictions and cautions are considered 'protected' and do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website: <https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offendersact-1974>.

