



The  
Chalfonts  
Community  
College

*"Success is  
an Attitude"*

**Principal  
Caroline Whitehead**

**"The Chalfonts Community College is a Good and Improving School."** Ofsted June 2017



Join an outstanding hard-working team totally committed to an innovative, caring and aspirational learning community for all!

**Required as soon as possible**

## **ASSESSMENT DATA MANAGER**

Salary Range: £26,500 to £31,800 per annum depending on experience  
Full Time 37 hours per week, 52 weeks per year. 20 days Annual Leave, plus Public Holidays

We are looking to appoint a professional, self-motivated and organised Assessment Manager to work on the school timetable, statutory census returns and to complete data analysis using reporting functions. This is an administrative role. The successful candidate must demonstrate excellent school information management software platforms knowledge and possess strong IT and communications skills. Candidates must have the ability to work with large amounts of data and ensure accuracy and compliance with school procedures.

We seek:

- A person with vision, drive and initiative
- An enthusiastic and committed person who has a strong work ethic and outstanding interpersonal skills
- An individual with a 'can do' approach who is willing to make a significant contribution to the life of the school.

Enquiries and application forms to Ms S Patrick, The Chalfonts Community College, Narcot Lane, Chalfont St Peter, Bucks, SL9 8TP. Tel: 01753 882032 e-mail: [suepatrick@chalfonts.org](mailto:suepatrick@chalfonts.org)

**Closing date: midday on Monday 28 November 2022**

*An early application is advised as we reserve the right to close the vacancy early if sufficient suitable applications are received*

**The College is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. A DBS check which will include a barred list check will be undertaken for the successful applicant and a certificate of good conduct may be required.**