



The
Chalfonts
Community
College

*"Success is
an Attitude"*

Principal: Russell Denial

"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 for January 2021 or sooner

SIMS & ASSESSMENT DATA MANAGER

Salary Range: £26,500 and £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 SIMS and Assessment Manager to work on the school timetable, assessment manager, statutory census returns and to complete data analysis using reporting functions. This is an administrative role. The successful candidate must demonstrate excellent SIMS knowledge and possess strong IT and communication 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

All enquires please contact - Mrs Emma Beck, The Chalfonts Community College,
Narcot Lane, Chalfont St Peter, Bucks SL9 8TP

Tel: 01753 882032 e-mail: emmabeck@chalfonts.org

The College is committed to safeguarding and promoting the welfare of Children and expects all staff to share this commitment. A criminal record check via the DBS will be undertaken for the successful applicant.

Closing date: Monday 30th November 2020

Interviews: from 2nd December 2020



**Please visit our website at www.chalfonts.org
Join us on Twitter @CCChalfonts**