



St Ursula's Convent School

A Humanities College and Teaching School

DATA & EXAMINATIONS MANAGER

Grade	Scale SO2
Hours	35 hours per week, ALL YEAR ROUND
Salary	£32,988-£34,809 pa
Start	ASAP / September 2022
Contract	Permanent

The Governors of St Ursula's Convent School are looking for a dedicated, enthusiastic and reliable individual to join us as a Data & Exams Manager. The successful candidate will provide an effective and efficient data and exams provision to all stakeholders. The successful candidate must be highly organised, hardworking, flexible and enjoy working in a busy school environment.

St Ursula's is an outstanding Catholic girl's school with a reputation for excellence. (Ofsted 2015). We are strongly committed to the ongoing professional development of all staff. We are committed to safeguarding and protecting the wellbeing of children and young people and expect all staff to share this commitment. An enhanced DBS is required for all successful applicants.

Full details including the **support staff application** form can be found on the school website www.stursulas.com

Completed application and / or any enquires should be sent to Diane Williams, School Business Manager dwilliams@stursulas.com

Please note that we are only able to accept fully completed school application forms, stand-alone CVs will not be considered.

Closing date for receipt of applications is 12 noon on Friday 26 August 2022
but this may close early if we received a large number of applications.

Interviews – date to be confirmed

