



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 / January 2024
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 our support staff application form can be found on the school website www.stursulas.com. Completed applications and / or any enquires should be sent to recruitment@stursulas.com

Please note that we are only able to accept fully completed school application forms, stand-alone CVs will not be considered. Candidates will be interviewed if they are successful with their application.

