



St. Edmund Campion Catholic School
Sutton Road, Erdington, Birmingham B23 5XA



Bishop Walsh Catholic School
Wylde Green Road, Sutton Coldfield B76 1QT

Data Manager (based across multiple sites)

Salary Range: Grade 5 (£36,371 - £44,624)

Required for September 2022

Working Pattern: Full time – 36.5hrs p/w

Working at two secondary schools:

4 days at St. Edmund Campion Catholic School

1 day at Bishop Walsh Catholic School

St John Paul II Multi Academy is looking to appoint a Multi Site Data Manager from September 2022 to be working across two secondary schools: St Edmund Campion Catholic School in Erdington and Bishop Walsh Catholic School in Sutton Coldfield. This is a crucial role within both schools to provide accurate and timely data analysis to support the leadership team and middle leaders in securing a high quality education for all pupils. The role will predominantly be based at St Edmund Campion School (4 days a week) and Bishop Walsh School (1 day a week), but will also encompass an element of data management oversight and training for schools within the multi academy.

We are looking to appoint a welcoming, professional and experienced person to fulfil this important role. The position is to start September 2022.

Whilst experience working in a school environment is desirable, it is not essential. Directors wish to appoint someone who:

- has a positive outlook and a good work ethic
- will contribute to the school ethos, values and mission statement in providing the best outcomes for pupils
- will use initiative to support the Headteachers, Senior Leadership Team and school staff
- will communicate effectively with staff and pupils
- is able to process and analyse data effectively

St. John Paul II Multi Academy

Registered Office: c/o Sacred Heart Catholic Primary School, Earlsbury Gardens, Birmingham, B20 3AE

E: enquiry@sjp2.net | T: 01218278664 | W: johnpaulii.co.uk.

Catholic Senior Executive Leader (CSEL): Mr M. Emery

Company House Registered No. 08706247





- remains calm and positive under pressure
- can work with minimum supervision and as part of a team
- has an excellent level of literacy and ICT skills and experience of using SIMS MIS
- has experience of constructing school timetables

The MAC is committed to safeguarding and promoting the welfare of children and expect all staff to share this commitment. The successful candidate will be subject to all necessary pre-employment checks, including: an enhanced DBS; Prohibition check; Childcare Disqualification (where applicable) qualifications (where applicable) medical fitness; identity, and right to work. The MAC promotes equal opportunities for all.

Closing Date for applications: Midday Friday 12th August 2022
Interviews will take place week commencing 15th August 2022

For more information about the secondary schools please visit:

St. Edmund Campion Catholic School website: www.stedcamp.bham.sch.uk

Bishop Walsh Catholic School: www.bishopwalsh.net

Please note we do not accept CVs. Applications will only be considered if received on a Catholic Education application form, which can be found by visiting the following website:
<http://johnpaulii.co.uk/vacancies>

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