



BEIS YAAKOV
JEWISH HIGH SCHOOL ACADEMY

Headteachers:
Mr B Myers
Mrs T Reznick

Menahel:
Mrs C Klein

בית ספר לבנות
בית יעקב

JOB VACANCY

Data Manager

Start Date: Immediate
Salary scale: Commensurate with experience
Hours: Part Time

We are looking to recruit a Data Manager. You must be a dynamic, highly motivated and resilient individual with excellent attention to detail who, working in collaboration with the data and exams teams and the Senior Leadership Team, will develop and maintain the overall consistency, accuracy, integrity and security of academy data. This includes the development and maintenance of the MIS database, data tracking, analysis and reports, exam systems and integration with third party systems, staff training and end user support.

If you:

- Have experience of using Iris Edgen or similar packages
- Have up-to-date knowledge of school performance data
- Have advanced excel skills
- Have the ability to present information in a clear and understandable format
- Be an excellent communicator

We would love to hear from you.

We can offer you:

- A well-resourced school
- Dedicated and friendly staff
- Good remuneration
- Supportive working environment

For a full job description and an application pack, please contact the school office 0161 708 8220 or email vacancies@byjhs.org

Closing date for applications: Thursday 13th February

Interviews: week commencing 17th Monday February

The school is committed to safeguarding and promoting the welfare of all its children and we expect all stakeholders to share this commitment.

The school is committed to equal opportunity.