

Diocese of Westminster



Newman Catholic College
Harlesden Road, Willesden, London NW10 3RN
Tel: 020 8965 3947 Fax: 020 8965 3430
Email: office@ncc.brent.sch.uk

Voluntary Aided Comprehensive School 11-18

Headteacher: Mr Danny Coyle

Data Manager
To begin September 2017
Salary £20k-£25k p/a pro rata
Part Time – 2/3 days a week

Post Details:

Newman Catholic College is looking for a Data Manager to support the Senior Management Team in the following areas.

CORE RESPONSIBILITIES

- Maintain and manage the SISRA data system. To include dissemination of information to Curriculum Leaders.
- Assist in the management of SIMs.
- Assist in the delivery of regular reporting of student progress.
- Assist with the continuing development of efficient systems for the use of data to assess students' attainment and progress and disseminate this information effectively throughout the school community for a range of audiences.

This College follows the Archdiocese of Westminster Equal Opportunities statement of values. The successful applicant will be required to undergo all relevant checks prior to appointment.

Further details and application forms are available on the website
www.ncc.brent.sch.uk

Closing Date: 31st August 2017