



MORTIMER COMMUNITY COLLEGE

Reading Road South Shields NE33 4UG

Data and SIMS Manager

Permanent - required as soon as possible

37 hpw (full time)

Band 6 SCP 25 - £33,945

An exciting opportunity has arisen for an individual to work in our busy school office. We are seeking to appoint a versatile, well-organised and professional Data and SIMS Manager to join our busy office team and provide a high-quality service to staff, students, and visitors. Under the instruction/guidance of senior staff the successful candidate will have:

- Take a lead role in planning, development, design, organisation and monitoring of support systems/procedures/policies.
- a track record of excellence in administration and liaising with internal and external customers;
- the ability to work to a high degree of accuracy and a commitment to rigorous review of all work;
- a relentless determination and commitment to constant review and refinement;
- outstanding communication and interpersonal skills;
- excellent ICT skills;
- the ability to use initiative and work accurately without constant supervision;
- a willingness to undertake training and act on feedback;

The successful candidate will demonstrate an ability to work within a team with a calm, professional and caring persona, and with courteous and caring behaviour to students, colleagues, and parents at all times. Previous experience of working within a school environment would be an advantage and be committed to the support and development of young people.

If you think you are up to the challenge ahead, and would like to work in our exciting and vibrant school, we want to hear from you.

We can offer you a welcoming and supportive place to work, a friendly and supportive staff and an opportunity to develop your career.

“Staff feel well supported. They are a highly motivated team who are proud to work at the school.” Ofsted 2019.

Mortimer Community College, based in the North East of England, is committed to the safeguarding and welfare of children and young people and expects all its employees to share this commitment. The successful applicant will be subject to an enhanced check by the Disclosure & Barring Service (DBS) previously known as the Criminal Records Bureau (CRB).

In line with the guidance in Keeping Children Safe in Education, schools may carry out an online search as part of their due diligence on shortlisted candidates.

For an informal discussion about the post, please contact Mrs J Hopper (Heads PA/Office Manager) on (0191) 456 6511. For an application pack, please contact: recruitment@mortimer.school. You can also find the application pack on our website www.mortimercommunitycollege.co.uk (completed application forms to be returned by **12 noon, Monday 15th July 2024**).