



THE PALMER CATHOLIC ACADEMY

Part of The Good Shepherd Catholic Trust

Aldborough Road South, Seven Kings, Ilford, Essex, IG3 8EU

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www.tpc.academy

Email: office@tpc.academy

Headteacher: Mr P Downey

DATA & EXAMS MANAGER

LBR10, Scale Point 30 (£40,833 FTE, £33,675 actual)

36 hours per week, term time + 4 weeks

Start date: as soon as possible

The Palmer Catholic Academy believes in setting the highest standards in all areas of academy life and we are looking for a purposeful and committed individual who wants to join and enhance our strong team.

The Trustees are looking to appoint an experienced Data & Exams Manager to join our academy. We are looking for an enthusiastic individual who will ensure the reliable and efficient running of the academy's data and exam infrastructure. Previous experience of working within an educational setting would be desirable.

The Palmer Catholic Academy is a very successful over-subscribed 11 – 18 mixed, voluntary aided, comprehensive academy in the London Borough of Redbridge. Although a Catholic academy, we welcome applications from Catholic and non-Catholic teachers.

The Palmer Catholic Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All posts are subject to pre-employment checks. References will be sought and the successful candidate will be required to complete a Disclosure and Barring Service check. Shortlisted candidates will be subject to online social media checks.

Full details of the post and application forms are available on the academy's website at www.tpc.academy. **The closing date for completed applications is 12.00 noon on Wednesday 14th February 2024.** Completed application forms should be emailed to the Headteacher's PA, Mrs Bolton, at jbolton@tpc.academy.

Please note that we do not accept CVs or applications from agencies. Only shortlisted applicants will be contacted.

We reserve the right to close this vacancy early if we receive sufficient applications for the role. Therefore, if you are interested, please submit your application as early as possible.