

Position:	Data and Examinations Officer 37 hours per week, term time only + 2 weeks
	The Governing Body is seeking to appoint a skilled, enthusiastic and motivated person to the role of Data and Examinations Officer. In the first instance you will be working alongside the current post holder with a view to fully taking over the roll from February 2019.
Required from:	1 January 2019 (or sooner)
Salary:	Scale 5/6 (pt 22-28) £21,074 - £25,463 (pro rata)
Essential Qualifications:	GCSE English and Maths (or equivalent) at Grade C or above
Desirable Qualifications:	A'Levels (or equivalent)
Essential Experience:	Experience of administrative work
Desirable Experience:	Experience of working within an educational environment
Application forms available from/returnable to:	Mr I Gaughan Headteacher Holy Cross Catholic High School Myles Standish Way Chorley PR7 3LS Email: admin@holycross.lancs.sch.uk Website: www.holycross.lancs.sch.uk
For an informal discussion contact:	Mrs Sheila Cooper s.cooper@holycross.lancs.sch.uk
Closing date:	12 noon Friday 2 November 2018
Interview date:	Friday 9 November 2018
The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.	
The successful applicant will be subject to an Enhanced DBS disclosure.	

I have come that they may have life and have it to the full (John 10:10)