



# ELLESMERE PORT CATHOLIC HIGH SCHOOL

*'I have come so that they may have life and have it to the full'* John 10.10

June 2022

Dear Applicant,

I am delighted that you are interested in this post of Strategic Data Manager.

The successful candidate will be a dedicated professional who will be responsible for leading on the effective use of data across the school. This will include overseeing, maintaining and developing the school's use of strategic and operational data including assessment, recording, and reporting systems as well as production of the school timetable. The effective use and interpretation of data is critical to the future success of the school and as such this appointment is of immense importance to us as a team and as a school. The appointment will offer the successful candidate the opportunity to contribute to the success of the school.

As you will see from the job description, the roles and responsibilities encompassed within the position will provide the post holder with the opportunity to make a significant whole-school impact and gain excellent professional development.

If you are interested in applying for this key post, please write a letter of no more than two sides of A4, to accompany your application form, detailing the following:

- How your experience so far has prepared you for this post.
- Your vision for excellent standards in this area.

**The closing date** for the receipt of applications is noon on **9.00am Wednesday 29<sup>th</sup> June 2022**. Completed letters and application forms should be marked for the attention of Mr Carl Jones, Business Manager and either posted to the school address or e-mailed to [Human.Resources@epchs.co.uk](mailto:Human.Resources@epchs.co.uk)

Interviews are scheduled to take place Thursday 30<sup>th</sup> June 2022.

If you wish to visit the school for an informal discussion prior to applying for the post please contact the school and we will be happy to arrange this.

I look forward to reading your application and wish you every success.

Yours sincerely,

Headteacher

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Headteacher: Mrs C. Vile B.Ed. Hons

