



ST JOSEPH'S COLLEGE

Required College Administrator and SIMS Manager (Term time + 3 week)

Salary - £25693 – Term Tme plus 3 week

An opportunity has arisen for an exceptional Data Manager to join our team. This role would ideally suit someone who has had previous experience of managing data within a school setting. The successful candidate would have responsibility for the day-to-day management of the school data management system (SIMs) and other data and communications software, as well as completing statutory returns to the Department for Education. The role also includes responsibility for College Admissions, which is a very important role in the College.

It is an exciting time to join our team as we embark on the journey to provide world-class education to the developing community. You will be joining a strong, enthusiastic, staff focused on providing the best outcomes for our students and our whole college community:

Our ideal candidate will:

- Be a team player, with a 'can do' solution focused attitude
- Possess outstanding communication skills and personal integrity
- Be extremely flexible.
- Highly motivated and proactive

St Joseph's College is one of the oldest boys Catholic Schools in the South with over 163 years of History. A successful 11-18 Boys' School (Girls in the 6th Form) situated on the Croydon/Lambeth border, we are ambitious and dynamic with our eyes firmly placed on the future. The College provides a highly supportive working environment and we are committed to professional development.

As a Catholic school we place our faith in the person, realising that each life is unique and precious and as a Lasallian school we welcome applications from all faiths and none.

We would welcome any potential applicants to visit or telephone the school for an informal discussion about this position. For full details on this vacancy or for more information please contact Mr S Cabrera Director of Development on the email below or 0208 7611426.

Please complete a school Application form and submit to Ms Michelle Abraham, Headmaster's PA at mabraham@sjc.ac

Final closing date for the receipt of completed applications:
Friday 25th September 2020 by 9 am.

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An enhanced DBS check is required for this role. Applications

t 020 8761 1426
e admin@sjc.ac
w stjosephscollege.org.uk

David Garrido Headmaster

St. Joseph's College
Beulah Hill
London SE19 3HL

may be considered whilst the post is being advertised. SJC reserves the right to close the adverts earlier than the stated deadline.

t 020 8761 1426
e admin@sjc.ac
w stjosephscollege.org.uk

David Garrido Headmaster

St. Joseph's College
Beulah Hill
London SE19 3HL
