

Silverdale School is an extremely popular and high-achieving 11-18 comprehensive in the south west of Sheffield and is now the founding school of Chorus Education Trust. The school is rated as 'Outstanding' (Ofsted 2014) and recently achieved the best A-level results of any state school in Sheffield. At its heart is one of the country's largest Teaching Schools, the Sheffield Teaching School Alliance. Silverdale moved into a brand new building in January 2009 with a full complement of facilities.

Silverdale School is part of Chorus Education Trust, and as such all appointees may be required to work at any Trust site in the future.

Management Information Systems (MIS) Assistant

Temporary until 31.08.2019

37 Hours/39 Weeks (Term Time Only)

Grade 4, SCP 17 - 22 (£18,672 - £21,074 pro-rata)

Required immediately to join the support staff team, to assist in the provision of efficient, accurate and proactive administration of school MIS systems and the production of management information.

Applicants should have a proven background/ experience in:

- Data collection, entry, administration and accurate record maintenance using management information systems
- The production and distribution of a variety of whole school/business reports and statistics
- Liaison with colleagues to manage the process of whole school/business data collection
- Working with external parties and agencies, including assisting in the completion of official returns

If you would like more details about this post, please contact Dave Parry on 0114 2369991

Completed application forms to be sent to Carly Braid in HR at:
recruitment@chorustrust.org

Please note that CVs or Sheffield City Council applications will not be accepted.

Closing date for applications: **Sunday 21 October 2018 (11:59pm)**

Interviews to be held: **Friday 26 October 2018**

The successful candidate will be required to complete a Disclosure & Barring check in line with the Rehabilitation of Offenders Act (ROA) 1974 (Exceptions) Order 1975 and the Police Act Regulations.

Address: Silverdale School, Bents Crescent, Sheffield S11 9QH Tel: 0114 236 9991

Email: enquiries@silverdale.sheffield.sch.uk www.silverdale.sheffield.sch.uk