

CHESTERTON COMMUNITY COLLEGE

11-16 mixed, College with 964 pupils on roll

Headteacher: Lucy Scott

Management Information System Administrator

Scale 5 – point 22 to 25 (£20661 - £22658)

52 weeks per year, 37 hours per week

The governors of Chesterton Community College are looking to appoint a Management Information System Administrator.

We seek applicants with ICT data handling skills, experience of working with spreadsheets and good attention to detail. Responsibilities will include: monitoring and tracking student attendance, data entry, supporting with the timetable building process, updating and maintaining accurate personnel data on the college MIS, arranging and documenting attendance meetings and any follow up actions as required.

Chesterton is working at an outstanding level: we recently received a letter from Nick Gibb, naming us as one of the top 100 non-selective state schools for the second year in a row. We are planning an extensive building development on our current site to admit more students, and we have been granted academy sponsor status and are currently in the process of expanding our multi-academy trust. This is an exciting time to be joining our thriving academy.

Closing date: Friday 13th October 2017

Interview date: TBC

Details of Chesterton Community College, including application forms, are available via the college website: www.chestertoncc.net (click on Vacancies) or, by calling 01223 712150 ext. 142.

Please send a completed application form and covering letter to Mrs Suzanne Izzard
Chesterton Community College, Gilbert Road, Cambridge, CB4 3NY or e-mail to:
sizzard@chesterton.cambs.sch.uk

Visits to the college are welcome.