



Haslingden High School and Sixth Form

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Dear Applicant

I am delighted that you are interested in the Cover and Data Manager vacancy at Haslingden High School. This post has become available due to the current postholder having accepted a promotion within another Local Authority.

We are looking for a suitably qualified and experienced person to be responsible for facilitating the smooth running of school in relation to managing school cover and data.

The successful candidate will be part of the wider admin team and will contribute to the commitments of that team in order to support staff and students as and when required.

This position is 37 hours per week, working term time only, plus 3 INSET days and 5 days during the school holidays (or equivalent, as the post-holder, on occasions, may be required to work outside of their core hours). The salary is Grade 6, £21,748 - £25,481 (actual salary £19077 - £22,464).

If you are interested in applying for this post, you should complete the Lancashire County Council Application Form which can be found at the bottom of our vacancies section of the website. This should also be accompanied by a letter of no more than two sides of A4, with a brief summary of how your current experience would make you a strong candidate for this important role. The closing date for applications is **Tuesday 23 November 2021 at 10.00am** with interviews scheduled for week commencing Monday 29 November 2021.

Should you wish to discuss this post further please do not hesitate to contact me.

Yours faithfully

Russell Clarke
Headteacher

'Achievement for All'

Headteacher: Mr R Clarke BA (Hons)