



## Pupil Records Manager

**Required for September 2021**

**Full Time (52 Weeks – 36 Hours p/w)**

**Salary: Grade 3. (£21591  
to £23187 per annum)**  
(Inclusive of Outer London Weighting)

We wish to appoint a Pupil Records Manager at the Empower Learning Academy Trust. The successful candidate will be responsible for: The accurate recording, amendment, and storage of pupil records, accurate reporting of pupil data, including census, to the appropriate funding bodies and ensuring that optimum funding is achieved. Additionally, oversight and maintenance of the school's timetabled activities. The role holder will be expected to work alongside the IT support service, please see the job description for a detailed breakdown.

In return, we can offer you:

- High quality professional development
- Supportive and friendly colleagues.
- Flexible working opportunities
- Non-contributory access to an Employee Assistance Programme
- Cycle to work scheme

### Deadline for applications

Please forward your completed application to [dgrix@elatschools.co.uk](mailto:dgrix@elatschools.co.uk) by 23<sup>rd</sup> July 2021. Interviews are scheduled to take place on week commencing 2<sup>nd</sup> August 2021.

Informal visits to the department are very welcome by appointment. The Empower Learning Academy Trust is an Equal Opportunities Employer that is committed to safer recruitment. All applicants must be prepared to undergo screening to confirm their suitability to work with children. For further information, please contact Tony Stevens on 01708 741748.

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### About Empower Learning Academy Trust

The Empower Learning Academy Trust has three secondary academies and a primary school at the heart of its ambitious multi-academy trust based in Havering.

**Inspiring Learners,  
Changing Lives**

