



CHRIST'S HOSPITAL

A SCHOOL LIKE NO OTHER

MIS and Data Systems Manager

JOB DESCRIPTION

Responsible to	Deputy Head – Innovation
Commence	ASAP

Role Purpose

To lead the effective administration, development and continuous improvement of the School's Management Information Systems, ensuring the accuracy, integrity and accessibility of pupil, staff and operational data. The post holder will act as the School's principal expert in iSAMs and associated platforms, supporting academic, pastoral and administrative teams through efficient data management, reporting and systems integration.

The Successful Applicant

The successful applicant will be an organised, detail-oriented and proactive professional with a passion for data quality and a commitment to delivering excellent service to colleagues across the School. They will be comfortable working independently whilst building strong relationships with academic, pastoral and operational teams, using their expertise to ensure that information systems support effective decision-making and exceptional outcomes for pupils.

They will have experience working with school management information systems, ideally iSAMs, and will be confident managing complex datasets, producing meaningful reports and supporting users with varying levels of technical expertise. Experience of iSAMs Central, OpenApply and My School Portal would be highly advantageous, although candidates with strong MIS experience and a willingness to develop their expertise in these areas are encouraged to apply.

The successful candidate will combine strong analytical skills with excellent communication and stakeholder-management abilities. They will be committed to maintaining the highest standards of data integrity, confidentiality and compliance, whilst actively seeking opportunities to improve systems, streamline processes and enhance the use of data across the School.

Above all, they will be a collaborative and solutions-focused colleague who enjoys helping others, embraces continuous improvement and takes pride in ensuring that the School's information systems are reliable, effective and fit for the future.

Key Responsibilities/Accountabilities (include, but are not limited to)

Key Responsibilities

- Act as the lead administrator for the School's Management Information System (iSAMs), ensuring data accuracy, integrity and compliance.
- Manage the annual academic rollover process and key academic calendar activities within iSAMs.
- Maintain and develop the School's use of iSAMs Central and associated modules.

- Administer and develop My School Portal, ensuring the accurate publication of information to pupils, parents and staff.
- Collaborate closely with Admissions to support admissions processes, applicant data management and the transition of applicants into pupil records.
- Work with the Marketing team to support recruitment reporting, demographic analysis and other data requirements.
- Develop and maintain integrations between iSAMs and other School systems.
- Produce and maintain reports, dashboards and management information to support operational and strategic decision-making.
- Support the preparation and submission of statutory returns, including the School Census and other regulatory reporting requirements.
- Manage user accounts, permissions and data visibility across systems.
- Ensure compliance with GDPR, data protection legislation and School policies relating to information security.
- Provide training, guidance and support to colleagues in the effective use of iSAMs, My School Portal and related systems.
- Monitor system performance, test upgrades and coordinate implementation of new features and functionality.
- Act as a key liaison between Academic, Pastoral, Admissions, Marketing, IT and operational teams regarding data and systems requirements.
- Support examination and reporting processes through effective management of data and results within iSAMs.
- Evaluate opportunities to improve data quality, automation and reporting across the School.
- Maintain awareness of developments in educational information systems and recommend improvements where appropriate.

Person Specification (Indicative)

Essential

- Experience administering a Management Information System within a school environment.
- Experience managing complex datasets and maintaining high standards of data accuracy.
- Experience producing reports and management information for a range of stakeholders.
- Experience supporting users with systems training and administration.

Desirable

- Experience administering iSAMs.
- Experience working with My School Portal.
- Experience supporting statutory school returns and census activities.
- Experience working with data integration and interoperability between systems.
- Experience using Power BI or other business intelligence tools.
- Experience working with Admissions and/or pupil recruitment data, including the OpenApply platform.
- Familiarity with iSAMs Central.
- Familiarity with Tes Timetable (Edval).

Skills (Essential)

- Advanced Microsoft Excel skills.
- Strong analytical and data management skills.
- Strong problem-solving capability.
- Excellent attention to detail.
- Excellent organisational and prioritisation skills.
- Commitment to data confidentiality and information security.

- Collaborative approach and strong stakeholder management skills.

Terms and Conditions

Competitive salary depending on experience. Other benefits include enrolment on to a generous DC pension scheme, reduced-cost membership of our sports centre, free lunches and other refreshments and discounted theatre and concert tickets for public events held in the CH theatre. Employee Assistance Programme, Aviva DigiCare+ (which includes online GP appointments, health checks, nutrition advice, mental health support and second medical opinion).

Christ's Hospital is committed to safeguarding and promoting the welfare of children and young people. All new staff appointments are subject to the satisfactory completion of pre-employment checks, including completion of the School's job application form, receipt of satisfactory references including one from the current employer, a clear enhanced disclosure and barring service [DBS] check, receipt of overseas criminal records check, where the applicant has resided outside the UK for three months or more in the past 5 years, online searches to check suitability to work in an environment with children, verification of qualifications, and medical check with our occupational health advisors which confirms fitness to carry out the duties of the role.

We aspire to attract staff that match the social and cultural diversity of our student intake and welcome applications from all sectors of the community. We consider the most important factor to be the right skills, abilities and attitude for the job which will ultimately improve the wellbeing and education of the students.

Christ's Hospital is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.