

A photograph of two school children, a girl on the left and a boy on the right, standing in a library. They are both wearing dark blue school uniforms with yellow trim. The girl is wearing a blazer over a white shirt and a dark blue skirt with a yellow and blue plaid pattern. The boy is wearing a blazer over a white shirt and a blue and yellow striped tie. They are both smiling and have their arms crossed. The background is a blurred library with bookshelves and a large window.

**DATA AND MIS SYSTEMS
LEAD**

**CANDIDATE
INFORMATION PACK**



**SIR WILLIAM PERKINS'S
SCHOOL**

A photograph of two students, a boy and a girl, walking along a paved path outdoors. The boy on the left is wearing a dark blue blazer, a white shirt, a blue and white patterned tie, and dark trousers. The girl on the right is wearing a dark blue blazer, a white shirt, a dark blue V-neck sweater, and a blue and white plaid skirt. Both are wearing backpacks and looking towards each other. The background features green foliage and a brick building with a blue door.

WELCOME TO SIR WILLIAM PERKINS'S SCHOOL

It is our pleasure to introduce you to our wonderful school; a lively and welcoming community where every student is supported to achieve great things, and where curiosity, ambition and generosity thrive. At Sir William Perkins's School, students are at our heart. We expect the best from them, and in return they can expect the best from us. We provide teaching of the highest quality, where each individual is stretched and challenged and given the tailored support and attention required. We are a warm and friendly school: we know our students, their talents, hopes and aspirations, and we work with them to develop confidence, leadership skills and an ability to collaborate with others. With access to a diverse co-curricular programme, students are accomplished all-rounders with university statements studded with personal achievements and successes. Our students leave us in Year 13 with determination and clearly defined ambition, ready to make their mark on the world.

Sir William Perkins's School is a high-performing independent school for approximately 600 students aged 11 – 18 years. In September 2026, boys will be joining the school in years 7 and 12, with a phased move to co-education by 2030. The Head is a member of both HMC and GSA.

The school was founded in 1725 by a wealthy local Chertsey merchant to educate the town's children. The School moved to its present site in 1819 and became fully independent in 1978. It is located on an attractive 12-acre site situated on the outskirts of Chertsey, a two minute walk from the railway station and very near to the junction of the M3 and M25.



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**INDIVIDUALITY
CONTINUES TO BE
CHAMPIONED – THERE
ARE NO IDENTIKIT
STUDENTS HERE, JUST
HIGH-ACHIEVERS IN
CHARGE OF THEIR OWN
FUTURE.**

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Talk Education

OUR VISION



Our vision reflects our shared sense of purpose, aiming to create an environment that supports each person's success whilst recognising the importance of working together to build a strong, purposeful community and a sense of belonging.

OUR MISSION



To champion the individual and build confidence, integrity, and excellence. Our holistic education promotes innovation and creativity both inside and outside the classroom. Our values of curiosity, ambition and generosity enable our students to go beyond academic success, leaving the school as conscientious, world-ready individuals.

OUR VALUES



We seek to nurture in every student the values of curiosity, ambition and generosity. Curiosity about our world and our future. Ambition for ourselves and for others. Generous with our thoughts, our gifts and our time. We seek to build confidence, integrity, and excellence in a caring, innovative, and happy community, so that each pupil leaves having been given the best possible chance of achieving their full potential, taking with them sound values, breadth of skills and knowledge, and ready to take on the world.

ABOUT US

Entrance to the School is by competitive examination and the School values its excellent academic reputation. The students are highly motivated and eager to learn. Significant emphasis is also placed on the broad and balanced curriculum, the wide-ranging co-curricular activities and the caring and supportive environment.

The ISI regulatory compliance inspection in September 2024 notes that "Pupils demonstrate excellent social awareness and they grow up to be poised, confident, and articulate." Our latest Good Schools Guide Report, conducted in March 2025 describes the school as "Big enough to thrive, small enough to care, SWPS is a place where learning and enjoyment go hand-in-hand, meaning that good grades are the happy by-product of a well-rounded education."

The staff are thoroughly professional, highly qualified and knowledgeable, enthusiastic and passionate, support and have an appreciation of the breadth of the educational experience that is provided.

The school is characterised by a warm and welcoming atmosphere and mutually supportive approach. Expectations of staff are high but equally, personal workloads are carefully considered by the Senior Leadership Team. There are plenty of opportunities for further appropriate professional development and a generous inset budget. All staff are equally valued for their part in the overall success of the school and there is a strong sense of fun and humour.

The Governing body is keen to ensure that staff remuneration is competitive and are continually reviewing the package to ensure that SWPS can attract and retain outstanding staff.

Further information about the School and our most recent inspection report can be accessed at www.swps.org.uk





DATA AND MIS SYSTEMS LEAD

ACCOUNTABLE TO ASSISTANT HEAD, DIGITAL
STRATEGY AND PROJECTS

FULL-TIME, PERMANENT

This is not an exhaustive job description, and it is expected that the post holder may undertake such other duties as may reasonably be requested. For the avoidance of doubt, the duties and responsibilities contained within this job description may change from time to time according to the requirements of the role and it is not intended to have contractual effect.

JOB PROFILE

The Data and MIS Systems Lead will provide strategic leadership for the school's Management Information System (MIS) and support the wider data strategy, ensuring that information is accurate, secure, accessible and effectively used to support teaching, learning, pastoral care and whole-school improvement.

The postholder will lead the development of a robust data culture, transforming data into meaningful insight that informs strategic, academic and operational decision-making. They will oversee assessment and reporting frameworks, performance analytics, statutory reporting, compliance and system development, whilst ensuring the school maximises the value of its information systems.

In the early stages of this role, a key responsibility of the postholder will be to lead the full implementation and migration to a new MIS system, including planning, data preparation, configuration, training and post launch optimisation. This will involve managing the transition from the current MIS, ensuring continuity of service, minimal disruption to school operations and the successful adoption of the new platform to improve efficiency and enhance the experience of all users.

The role requires close collaboration with senior leaders, teaching staff, support teams, governors, parents and external partners, promoting positive stakeholder engagement and ensuring data and technology effectively support the day-to-day running of the school.

ACCOUNTABILITIES AND RESPONSIBILITIES

Strategic Leadership & System Development

Lead the strategic development and continuous improvement of the school's MIS and data systems.

Drive a positive data culture that promotes informed decision-making and continuous improvement across the school.

Identify opportunities to streamline processes, improve efficiencies and reduce administrative burden through effective use of technology and automation.

Evaluate emerging technologies, reporting tools and system integrations to ensure the school's digital infrastructure remains effective and future-focused.

Work collaboratively with senior leaders to align data strategy with school priorities and development plans.

MIS Operations & Data Management

Ensure the effective day-to-day management, integrity and optimisation of the school's MIS and associated platforms.

Maintain accurate, secure and reliable student, staff and operational data.

Oversee key school processes including admissions, enrolment, attendance, timetabling, assessment, reporting and year-end procedures.

Manage system access, permissions and security in line with safeguarding and organisational responsibilities.

Ensure seamless integration between the MIS and connected educational and

administrative systems.

Data Analytics, Assessment & Reporting

Lead the development and management of assessment, reporting and data collection frameworks.

Analyse attainment, progress, value-added and cohort performance data to support school improvement initiatives.

Produce high-quality reports, dashboards and performance insights for senior leaders, governors, middle leaders and teaching staff.

Support the evaluation of academic and pastoral interventions through timely and meaningful analysis.

Provide actionable intelligence that supports strategic planning, curriculum development and student outcomes.

Compliance, Governance & Quality Assurance

Maintain the highest standards of data quality, security and information governance.

Ensure compliance with GDPR, safeguarding requirements, statutory reporting obligations and inspection frameworks.

Lead data validation, auditing and quality assurance processes to ensure accuracy and reliability across all datasets.

Manage statutory returns and support the production of external reporting requirements.

Stakeholder Engagement & Support

Build positive and productive relationships with staff, students, parents, governors, suppliers and external partners.

Act as the school's lead adviser on MIS, data systems and reporting.

Present data insights and key findings to a range of audiences in a clear and accessible manner.

Support staff in developing confidence and capability in using data to inform practice and decision-making.

Promote effective communication and engagement through the development of accessible reporting and information-sharing processes.

Training & Capacity Building

Provide training, guidance and ongoing support to staff across all areas of MIS and data usage.

Develop user-friendly documentation, procedures and training resources.

Support the onboarding of new staff and promote consistent, effective use of systems and processes across the school.

Systems Implementation & Change Management

Lead the review, procurement, implementation and ongoing optimisation of MIS and related systems.

Manage system development projects, including data migration, testing, configuration, training and post-implementation evaluation.

Ensure successful adoption of new technologies through effective change management and stakeholder engagement.

Act as the primary liaison between the school, system providers and external partners, ensuring solutions meet operational and strategic needs.





DATA AND MIS SYSTEMS LEAD PERSON SPECIFICATION

SKILLS, EXPERIENCE & QUALIFICATIONS

Essential:

Proven experience managing or developing a school MIS or comparable large-scale information system.

Experience leading system implementation, migration or digital transformation projects.

Strong analytical skills with the ability to interpret, visualise and communicate complex data effectively.

Experience producing strategic reports, dashboards and performance analysis for senior stakeholders.

Advanced IT skills, including database-driven systems and Microsoft Excel.

Experience developing processes that improve efficiency, accuracy and stakeholder experience.

Strong project management, problem-solving and organisational skills.

Thorough understanding of GDPR, ISI and data protection requirements and information governance best practice.

Excellent communication and relationship-building skills, with the ability to engage confidently with both technical and non-technical audiences.

Ability to plan, manage and deliver complex projects, including system transition activities.

Desirable:

Experience within an educational environment.

Knowledge of SQL, Power BI or other reporting and analytics tools.

Experience with MIS platforms such as iSAMS, SIMS, Arbor, Bromcom or equivalent.

Familiarity with assessment, reporting and analytics systems.

Experience managing statutory returns and maintaining compliance with national data reporting requirements.

Degree level qualification or professional IT/data related certifications (e.g., Microsoft, database administration, project management).

PERSONAL ATTRIBUTES

Strategic thinker with a continuous improvement mindset.

Highly professional, discreet and able to maintain confidentiality at all times.

Strong attention to detail with a methodical, accurate and organised approach.

Calm, resilient and able to work effectively under pressure and to tight deadlines.

Clear, confident communicator with the ability to explain complex information to non technical users.

Proactive, adaptable and solution focused, with the ability to respond to changing priorities.

Strong interpersonal skills, able to build positive working relationships across teams.

Committed to continuous improvement, professional development and upholding safeguarding responsibilities.



WORK WITH US

SIR WILLIAM PERKINS'S SCHOOL IS A FRIENDLY,
EXCITING AND SUPPORTIVE PLACE TO WORK.
THE SCHOOL OFFERS AN ATTRACTIVE RANGE
OF BENEFITS

BENEFITS

School-specific salary scale which recognises the qualifications, skills and experience of the candidate.

Fee remission.

Membership of group personal pension scheme with life assurance cover for nonteaching staff.

Learning and development opportunities. Outstanding subject facilities.

Access to Employee Assistance Programme (EAP).

Free lunch during term time, when working hours permit.

Limited free car parking on site.

Enhanced sickness and family friendly policies.

On site Fitness sessions for a small fee.

Strong tradition of on-going financial investment and development.

Opportunities to travel the world through domestic and international trips and tours.

Library facilities open to all.

Staff Social Committee.

Warm and engaging working environment and an excellent staff room.

Access to a staff discount platform.

CHILD PROTECTION

The post-holder's responsibility for promoting and safeguarding the welfare of all students with whom they come into contact, will be to adhere to and ensure compliance with the School's child protection policies at all times. If in the course of carrying out the duties of the post the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the School, they must report any concerns to the School's Designated Safeguarding Lead.

COMMITMENT TO SAFEGUARDING

Sir William Perkins's School is committed to safeguarding and promoting the welfare of children and young people. Applicants must undergo child protection screening, including checks with past employers and the Disclosure and Barring Service.

JOIN US

APPLICATION

Applications will be considered on arrival and the School reserves the right to interview and appoint before the closing date

LOCATION

Full details are available at www.swps.org.uk/contact-us

By Road

The school is conveniently situated on the A320 between Staines and Woking, with easy road access and Junction 11 of the M25 is within a few minutes' drive of the school

By Rail

Chertsey Train Station is a five minute walk away from the school





SIR WILLIAM PERKINS'S
SCHOOL

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