

**MIS AND DATA
MANAGER**

**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





MIS AND DATA MANAGER

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 MIS & Data Manager will provide strategic and operational leadership for the school's Management Information System (MIS), ensuring that all student, staff and school level data is accurate, secure and used effectively to support high quality teaching, learning and school improvement.

The postholder will turn school data into insight that informs strategic, academic and pastoral decision making. This will involve ownership of assessment frameworks, data cycles and reporting principles, whilst providing analysis of attainment, progress, value-added and cohort trends. They will uphold the highest standards of data integrity, confidentiality and compliance with GDPR and information governance requirements.

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.

ACCOUNTABILITIES AND RESPONSIBILITIES

MIS Leadership & Operational Management

Maintain responsibility for the strategic development, day to day administration and optimisation of the school's MIS.

Oversee all MIS modules, ensuring accuracy and alignment with operational and academic needs.

Manage user accounts, permissions

and role-based access in line with safeguarding and job responsibilities. Lead core system processes: admissions, enrolment, leavers, timetable imports, class lists, yearend transitions and housekeeping routines, including data validation, cleansing and reconciliation.

Ensure effective integration between the MIS and connected systems (communication, safeguarding, learning platforms, timetable, analytics).

Manage and support the Parents' Evening Portal, including schedule creation, parent access and troubleshooting.

Future-Proofing the School: Collaborate with internal stakeholders to lead a strategic review of the current MIS landscape; researching, evaluating, and potentially steering the transition to a new system if it serves the best interests of the students and enhances the school's educational provision.

Data Culture: Lead, promote, and drive a positive data culture across the school, ensuring that data is seen as a tool for support and improvement rather than just compliance.

Process Optimisation: Research and implement new reporting tools or system integrations that improve efficiency, reducing administrative burdens on teaching staff so they can focus on the classroom

Data Quality, Assurance & Compliance

Lead robust data management processes ensuring accuracy, integrity and consistency across all datasets.

Conduct regular audits and validation checks, including pastoral, attendance, behaviour and achievement records.

Ensure full compliance with DfE, ISI and GDPR, safeguarding duties and information governance requirements. Manage statutory returns including School Census, Workforce Census and other national reporting obligations.

Work with the Data Protection Officer to maintain high standards of data protection and secure data handling.

Assessment, Reporting & Analytics

Design, maintain and manage assessment structures, marksheets, reporting templates and data collection cycles within the MIS.

Coordinate all baseline testing (e.g., MidYIS, Yellis, ALIS, GL Assessments, CAT4), including data imports and dissemination.

Analyse student progress against baseline data and produce analysis for SLT, HOYs, HODs and governors, alongside analysis of attainment, progress, value-added and cohort trends.

Monitor the impact of departmental and pastoral interventions and support data driven improvement planning, whilst identifying underperformance, risk and intervention impact.

Produce regular performance analysis at student, group, cohort, subject and whole school level, alongside half-termly individual impact reports on engagement with co-curricular activity, events, trips and sporting events.

Prepopulate department reviews, SEFs and curriculum planning documents with accurate performance and contextual data.

Explore software to link with MIS to enable creation of regular API dashboards and data summaries to track progress, attainment, gaps, cohort trends

and value-added performance, e.g. Power BI and SQL.

Reporting, Communication & Stakeholder Support

Produce high quality data reports and dashboards for leaders, teachers and governors.

Provide data briefings and present key findings to SLT and Middle Leaders. Prepare the annual exam results booklet in partnership with Marketing following August results.

Attend GCSE and A Level Results Days to support processing, analysis and communication of outcomes.

Deliver presentations at Parent Information Evenings on assessment, baseline data and reporting processes.

Support staff in understanding and utilising performance data to inform teaching, learning and curriculum decisions.

Training, Support & Capacity Building

Provide expert MIS training, guidance and support to staff at all levels. Advise staff, SLT and parents on how to effectively use the data produced.

Produce documentation, help guides, process maps and training resources to ensure consistent system use.

Support induction for new staff, ensuring understanding of MIS responsibilities and data processes.

Act as the main point of contact for MIS queries, troubleshooting and operational support.



System Transition & Implementation In close consultation and collaboration with the MIS company and the Assistant Head, Digital Strategy and Projects:

Lead the complete transition from the school's current MIS to a new system, including project planning, data preparation, migration, configuration, testing and rollout.

Develop and manage a comprehensive implementation plan that ensures operational continuity and minimises disruption to staff, students and parents.

Oversee all system build activities, ensuring the new MIS is configured to meet academic, pastoral, administrative and statutory requirements.

Coordinate user acceptance testing (UAT) and ensure assessment, attendance, behaviour, communications and timetabling workflows operate effectively.

Lead the migration of all processes (assessment, reporting, attendance, pastoral records, timetable data, behaviour logs, baseline data, Parents' Evening Portal) into the new MIS.

Develop post implementation evaluation and improvement plans.

Act as primary liaison with MIS suppliers, technical partners and internal teams throughout the transition.

Collaboration & Continuous Improvement

Work collaboratively with academic, pastoral, administrative and IT teams to ensure MIS and data systems meet school needs.

Lead or contribute to working groups on assessment, reporting, MIS development and digital strategy.

Network with other schools and suppliers to share best practice and stay informed about system developments.

Promote high standards of data literacy and foster a culture of effective data use across the school.



SKILLS, EXPERIENCE & QUALIFICATIONS

Essential:

Experience of collaborating with senior colleagues on projects.

Willingness to learn and ability to assimilate new systems.

Proven experience of facilitating the procurement, selection and implementation of MIS or comparable large scale information systems.

Experience developing business requirements, specifications and evaluation criteria to support system procurement and tendering processes.

Ability to liaise with suppliers and external vendors, manage contracts, and support cost effective purchasing decisions.

Demonstrable experience planning and delivering end to end system implementations, including data migration, testing, staff training and post implementation review.

Experience managing project timelines, risks and dependencies to ensure successful system go live and adoption.

Strong IT literacy, including advanced use of database driven systems and Microsoft Excel.

Proven experience managing or administering a school MIS or an equivalent large scale information system.

Demonstrable experience leading or supporting an MIS implementation, migration or system transition.

Strong analytical skills with the ability to interpret, analyse and clearly present complex datasets.

Experience designing, maintaining and optimising assessment structures, reporting cycles and data collection frameworks.

Experience producing high quality data reports, dashboards and performance summaries for senior and middle leaders.

Ability to train and support staff at all levels in the use of MIS and data systems, including creating documentation and guidance materials.

Strong technical problem solving and troubleshooting skills, with a methodical and detail orientated approach.

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

Excellent organisational skills, with high accuracy and the ability to manage competing priorities and deadlines.

Clear, professional communication skills and the ability to work effectively with a wide range of stakeholders.

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

Desirable:

Knowledge of SQL, database structures or other data querying and reporting tools e.g , Power BI.

Familiarity with MIS platforms such as SIMS, iSAMS, Arbor, Bromcom or similar. Experience with assessment or analytics platforms such as SISRA, ClassCharts, GL Assessments or equivalent.

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



Experience working in a school or education related environment.

Experience managing system integrations between MIS and associated digital platforms.

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

PERSONAL ATTRIBUTES

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.

CHILD PROTECTION

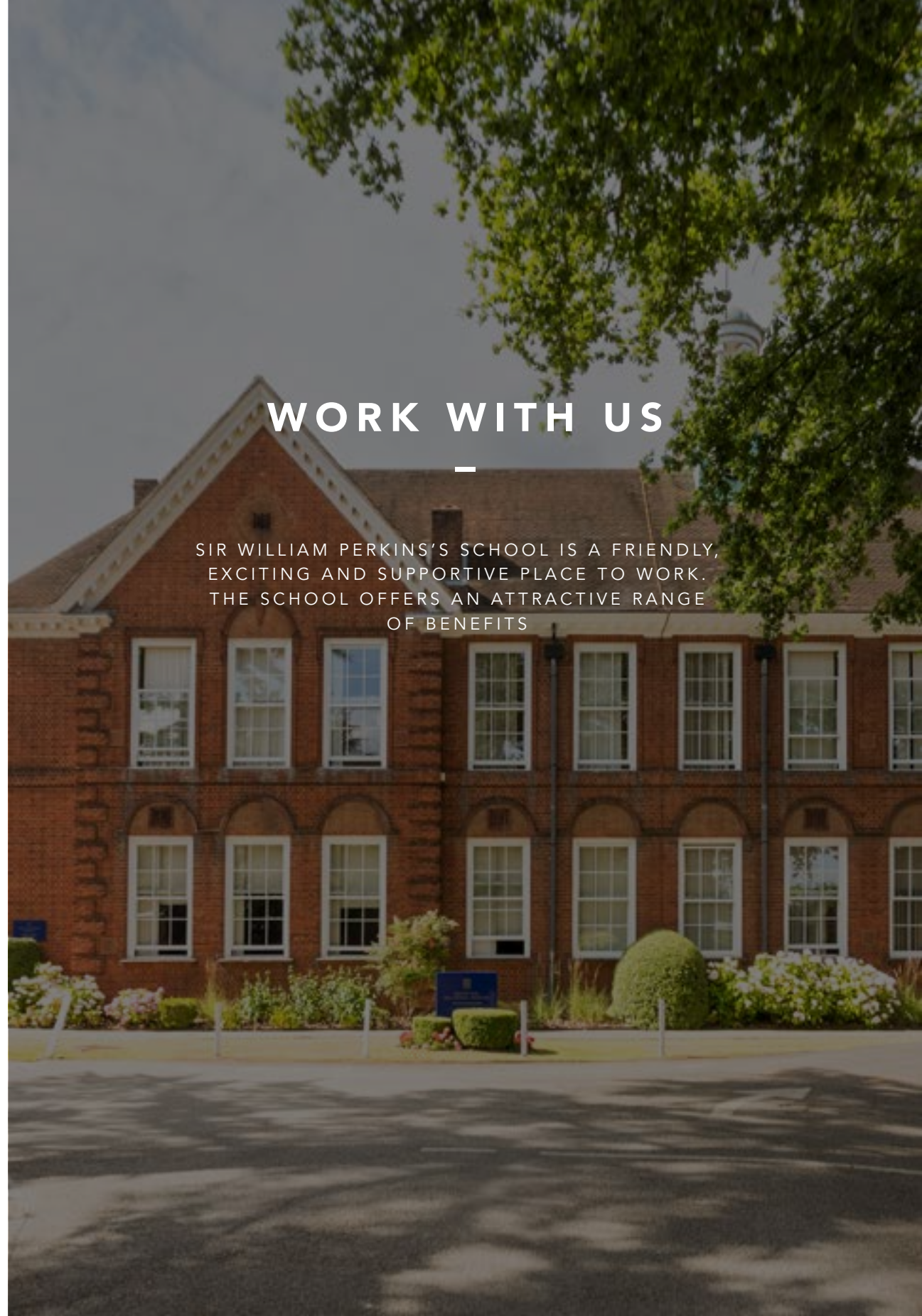
The post-holder's responsibility for promoting and safeguarding the welfare of all students with whom they come into contact, will be to adhere to and ensure compliance with the School's child protection policies at all times. If in the course of carrying out the duties of the post the post-holder becomes 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.

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.

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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