ELTHAM COLLEGE

MIS Manager

Contents

A reputation to rival any of its competitors

Good Schools Guide

Introduction

Eltham College

The Eltham College family of Schools comprises Eltham College Senior School, Eltham College Junior School and, since September 2023, Blackheath Prep School.

Founded in 1842, Eltham College is a thriving, co-educational day school located in south-east London. Originally a boys' school that first accepted girls into its Sixth Form in the late 1970s, Eltham College is now fully co-educational and has nearly 1,100 students in total, including 240 pupils in the on-site Junior School. Eltham College occupies a green 70-acre site in the London Borough of Bromley and was named London Independent School of the Year 2024 by The Sunday Times.

Whilst holding strongly to its ethos of providing a balanced education for its students, the School places a deliberate emphasis on academic success and the School is now regularly found amongst the leading academic schools in the country in terms of results and value added, matching the performance of its main competitors such as Dulwich College, Alleyn's, Trinity School and Sevenoaks School. It also boasts many county and national players in a range of sports, as well as exceptionally talented musicians, actors, authors, scientists, economists, and artists.

Eltham College has a distinctive character, born out of its Christian heritage. It upholds its founding Christian principles, whilst welcoming students of all faiths and none. The School has its own chapel and all students and staff from Year 6 upwards are expected to attend a weekly service led by the Chaplain, a member of the senior staff, or by students. Alongside its emphasis on academic achievement, the School continues to focus on care for each and every pupil. Strong pastoral care, an energetic House system that promotes collegiality, and a relaxed and unpretentious atmosphere make Eltham College a happy and vibrant place for students and staff alike. Students also benefit from an impressively wide range of opportunities outside the classroom through an ambitious co-curricular programme across sport, music, drama and art, and community outreach and enrichment.

Eltham College enjoys superb facilities. In 2019, the Turberville Centre for Mathematics, Languages and Music departments was opened, along with a new Sixth Form Centre and a dedicated medical and wellbeing facility. Extensive and well-maintained sports facilities extend across the 70-acre site, including Astro and hard-court venues, and a large indoor sports centre and swimming pool. There is a drama theatre and a modern art gallery. The Science and Technology Centre has recently been extended, adding four new state-of-the-art laboratories and a science prep room.

The 2022 ISI Regulatory Compliance & Educational Quality Inspection rated Eltham as 'Excellent' in all areas and the full Report can be read here.

Eltham College Junior School

Eltham College Junior School shares the Senior School's 70-acre site, with an entrance just three minutes' walk along the path from the College itself. It has a second entrance from Mottingham Lane. Fully co-educational, the Junior School is home currently to some 240 girls and boys from Year 3 to Year 6. Whilst very much part of the Eltham College community, the school has its own Head and its own identity.

Eltham College is an all-through school and Junior School students are not required to sit a separate entrance exam for the Senior School. Academic standards and co-curricular provision are exceptional, and great emphasis is placed on pastoral care. Students at the Junior School benefit from use of many Senior School facilities, including the dining hall and the extensive indoor and outdoor sports facilities.

'Tip top facilities, positive relationships, inspiring teachers and exciting extracurricular opportunities. The easy transfer to the college is surely the icing on the cake.' **Good Schools Guide 2024**

Blackheath Prep

In April 2023, Eltham College was delighted to announce a merger with Blackheath Prep to form a family of schools. Blackheath Prep is an independent prep school for just over 370 boys and girls aged 3 to 11. Founded in 1996, it occupies a beautiful five-acre site close to Blackheath village. Its original Georgian and Victorian buildings have been extended and adapted to include large playgrounds and extensive playing fields, tennis courts, cricket nets and a Forest School area.

With outstanding facilities, a formidable track record in academic success and impressive achievements in Music, Sport, Drama and Art, Blackheath Prep's vision is to offer an education without boundaries: to give every child the freedom to shine and achieve their full potential, to uphold academic excellence, sparking curiosity and a joyful love of learning, and to nurture kindness and wellbeing, creating a strong sense of community. Children go on to a range of independent and maintained secondary schools and, as part of the Eltham College family, benefit from a priority application process to Eltham College Senior School. A large proportion (at least 50% of the cohort over the last five years) are awarded academic scholarships at prestigious local independent schools or places at top grammar schools. A large number are also awarded scholarships in Art, Drama, Music and Sport.
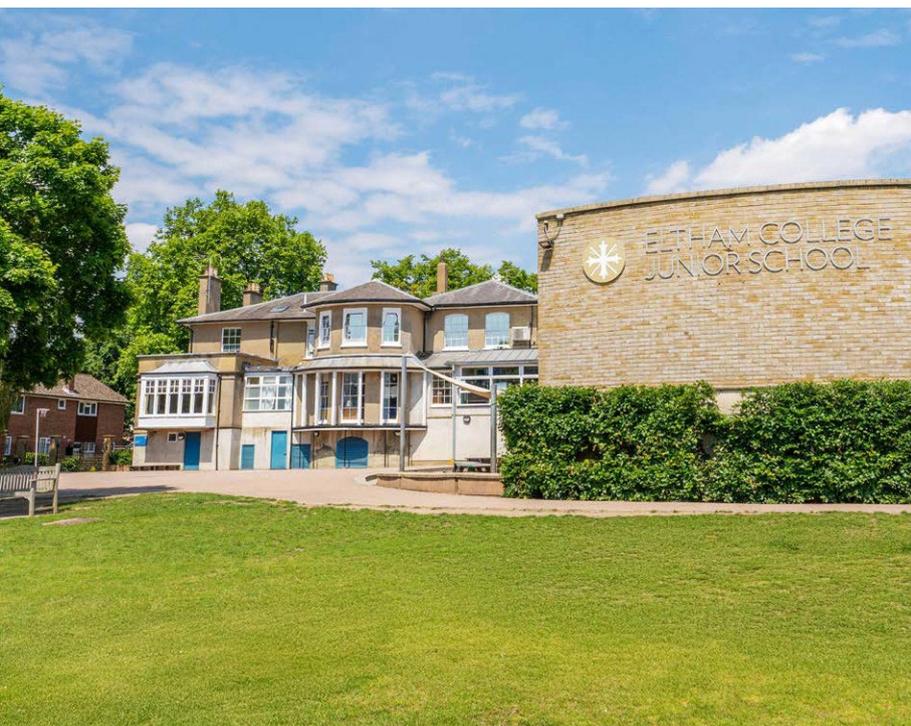
Our Mission and Values

Eltham College's mission is to provide an outstanding and well-rounded education for girls and boys, built on Christian principles, as a thriving and leading institution among London day schools. This mission is supported by seven interdependent aims which shape the overall culture and direction of the school:

Excellent Facilities

Providing excellent facilities that meet the educational needs of present and future students and those who teach and support them in a sustainable manner.

Love of Learning

Instilling a love of learning in students and achieving excellent academic outcomes.

Strong Community

Maintaining strong ties with everyone within the Eltham College community (students, staff, parents, alumni, and their wider families) and providing a strong bursary provision to ensure that the school is accessible for all.

Co-Curricular

Providing exceptional artistic, sporting and musical opportunities so that students develop diverse talents, enjoy their school days, and excel in their future lives.

ELTHAM COLLEGE

A thriving, leading London day school, built upon Christian principles, that provides an outstanding and well-rounded education for girls and boys.

Beliefs and Values

Enabling students to consider Christian beliefs and values, whilst warmly including those of other faiths and none, so that all might live a life for the benefit of others.

Pastoral Care

Providing strong pastoral care, and a tolerant and mutually respectful environment so that all members of the school community are known, valued, and supported as individuals.

Passionate Staff

Recruiting and developing passionate and committed teaching and support staff, recognising that their skill and expertise creates an outstanding and well-managed school.

Working for Eltham College

The Senior Team

The Family of Schools is led by Guy Sanderson, CEO of the Eltham College Family of Schools and Headmaster of Eltham College Senior School.

The senior Executive team is chaired by Guy Sanderson and also includes the following members: James Martin (Senior Deputy Head, Eltham College Senior School), Alex Matthews (Head, Blackheath Prep), the Head, Eltham College Junior School (currently Acting Head, Richard Lock), Robin Wilkinson (Bursar) and Caroline Ward Vine (Director of Marketing and Communications).

Staff and Professional Development

The three schools employ around 240 members of teaching staff (including teaching support roles) and approximately 110 support staff. All are highly committed to helping students achieve their full potential and form a lively Common Room with a good balance of age and experience.

Professional Development

There is a strong professional development programme which is encouraged and generously financed for teaching and non-teaching staff. This includes external courses, an internal CPD programme of lunchtime and twilight sessions, speakers being brought in to deliver in-school sessions and learning from peers and colleagues. The Headmaster is personally committed to staff development and spearheads the Devolved Leadership Programme, which is open to all academic and support staff. This enables ambitious and talented staff who are seeking either senior leadership experience or career development to undertake a whole-school project, with mentoring from a current senior leader.

Pay and Benefits

Eltham College offers very competitive salaries and a good range of non-pay benefits.

All staff are automatically enrolled in a defined-contribution pension scheme (subject to the terms of the scheme). All staff under the age of 70 are entitled to death in service benefit at three times their annual salary.

Lunch is provided free of charge during term time for all staff, in addition to free refreshments available in the Common Room.

All staff also have free membership of the Eric Liddell Sports Centre, giving family access to the swimming pool, fitness room and other facilities at designated times.

There are also electric vehicle and cycle to work schemes, interest free season ticket loans, free eye tests and flu vaccinations. An Employee Assistance Programme is also available for all staff, offering free, confidential, support on a range matters such as financial and legal support and counselling for home-life issues.

Children of staff can be educated at the School if they meet the entrance standards and, at the discretion of the Headmaster, may receive a tuition fee reduction for both Junior and Senior Schools.

Our Benefits

Competitive Salary

Eyecare Vouchers

Interest Free Loan for Public Transport Season Tickets

Interest Free Loan for Rent Deposits

Electric Vehicle Salary Sacrifice Scheme
A tax efficient mechanism for leasing an electric vehicle including installation of a charger cable if applicable.

Cycle to Work Salary Sacrifice Scheme
A tax efficient means of funding purchase of a cycle with value up to £2000.

Sport and Fitness
Free membership of the Eric Liddell Sports Centre.

Free Flu Vaccinations
Provided annually, on site.

Access to Employee Assistance Programme
Confidential independent advice and support on a range of financial and legal matters, and counselling support.

Virtual GP Access
Delivered through HealthHero, virtual GP service available 24 hours a day, 365 days a year.

Free Lunch and Refreshments
Free meals at lunchtime and free refreshments available in the Common Room for all staff during term time.

Death in Service Payments
All staff under the age of 70 are eligible to receive this at three times their annual salary.

Fee remission
Employees with children who are eligible to attend the school, who have satisfied the entry criteria as set out in the School's admissions procedure and are awarded a place, may receive remission on school fees.

Annual Leave Entitlement for Support Staff
Holiday pay, offered at a minimum of 25 days plus bank holidays for full time new joiners (pro-rated for part time staff), increasing with longer service.

Excellent Transport Links
Rail services to central London and Gravesend/Dartford from Mottingham station (10 minutes' walk) and to central London and Sevenoaks/Bromley/Orpington from Grove Park station (25 minutes' walk). The area is served by a number of bus routes. Limited free parking is available on site. Free parking also available locally.

The Role and Person Specification

Job Description

Job Title: MIS Manager
Reports to: Director of IT & Digital Strategy
Based: Eltham College Family of Schools (Multi-Site Role)
Salary: £45,000 - £55,000

Principal Role

The MIS Manager will be responsible for the management, optimisation, and strategic development of iSAMS and other MIS related platforms across the Eltham College Family of Schools. This role ensures that student, staff, and operational data is effectively maintained, secure, and aligned with school-wide academic and administrative needs. Key responsibilities include establishing group-wide data standards, ensuring compliance with data protection regulations, and delivering high-quality reporting that supports decision-making. The role will also lead the transition from ElthamNet to Commercial Off-The-Shelf (COTS) solutions, ensuring a future-proof data infrastructure.

The MIS Manager will work closely with key stakeholders—including academic leadership, IT teams, admissions, finance, and HR—to ensure MIS platforms and data systems support operational efficiency, compliance, and strategic objectives.

Key Responsibilities

MIS Systems Management & Development

- Oversee the administration, optimisation, and integration of iSAMS and other core MIS platforms across the Family of Schools.
- Act as the primary liaison with iSAMS, ensuring the platform is fully leveraged to support academic and operational needs.
- Collaborate with academic teams, admissions, finance, and HR teams to ensure iSAMS meets their data requirements efficiently.
- Ensure MIS aligns with school-wide digital strategy, supporting both business and academic functions.
- Implement best practices for data governance, ensuring accuracy, consistency, and usability.
- Manage the integration of third-party solutions with iSAMS and related platforms.

Data Standards, Compliance & Security

- Develop and implement Family of Schools Data Standards, ensuring consistency in data entry, academic timetabling, reporting, and security.
- Ensure compliance with GDPR, the UK Data Protection Act, and other regulatory frameworks.
- Lead Data Protection Impact Assessments (DPIAs) for MIS-related services to mitigate risks.
- Work closely with the Cloud & Security Specialist to ensure role-based access control (RBAC), data security, and system compliance.
- Maintain audit trails and data retention policies in line with compliance requirements.

Data Reporting & Visualisation

- Ensure data accuracy and integrity to support high-stakes school reporting and results analysis.
- Design and develop interactive dashboards and reports using Power BI or similar tools.
- Provide real-time data insights to senior leadership, academic heads, and administrative teams to support strategic planning.
- Oversee student performance and progress reporting, ensuring accurate tracking for academic interventions.
- Ensure compliance with statutory reporting requirements, including census data submission to regulatory bodies.
- Manage the completion and submission of census data for the Family of Schools, ensuring accuracy, compliance, and timely reporting to regulatory bodies.
- Liaise with DfE, local authorities, and other regulatory agencies to ensure census submissions meet statutory requirements and reflect up-to-date student and school data.
- Work proactively to improve data quality and collection processes, reducing administrative burdens on school staff.
- Provide support for timetables, assessment, exam results processing, and performance tracking, ensuring the MIS effectively supports the school's academic priorities.
- Establish quality assurance processes for all student data to prevent discrepancies in assessment and reporting.
- Collaborate with senior leadership, Heads of Department, and Teaching & Learning teams to ensure that data insights drive academic improvements and curriculum planning.
- Design and develop interactive dashboards and reports using Power BI or similar tools.
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Integration & Third-Party Services

- Work with the Cloud & Security Specialist to ensure seamless integration between iSAMS, SharePoint, and other cloud services.
- Oversee the integration of third-party applications for safeguarding, assessment, HR, and finance, ensuring secure and efficient data exchange.
- Ensure data interoperability, reducing inefficiencies and improving user experience.

ElthamNet Transition & COTS Implementation

- Lead the transition from ElthamNet (internal MIS digital tool) to commercially available (COTS) solutions, ensuring sustainability and scalability.
- Develop and oversee a structured decommissioning plan, migrating essential functions to modern platforms.
- Work with vendors, IT teams, and stakeholders to ensure a smooth transition with minimal disruption.
- Ensure future-proofing and alignment with the school's long-term digital strategy.

Person Specification

Leadership & Coordination

- Lead the development, maintenance, and enhancement of MIS systems across all schools.
- Oversee internal projects, ensuring timely execution, stakeholder engagement, and successful outcomes.
- Act as a trusted advisor to senior leadership, providing insights into MIS capabilities.
- Collaborate with IT, academic, and business teams to ensure data-driven decision-making.

Key Competencies

- Strong technical expertise in MIS platforms, particularly iSAMS and its associated integrations.
- Excellent understanding of data protection, compliance, and security principles.
- Advanced skills in data analysis, SQL reporting, and dashboard creation (Power BI, Excel, etc.).
- Highly organised, with the ability to manage multiple projects, priorities, and deadlines.
- Strong communication skills, able to present complex data in an accessible format.
- A proactive problem solver, ensuring effective troubleshooting and optimisation of MIS systems.

Essential Criteria

- Experience managing MIS platforms in a school or multi-site educational environment.
- Strong knowledge of GDPR, data protection regulations, and compliance best practices.
- Experience integrating MIS platforms with third-party applications and cloud services.
- Familiarity with SQL, Power BI, and other data visualisation tools.
- Proven experience migrating legacy systems to modern, scalable solutions.
- Understanding of network security, access management, and data governance.
- Experience working with senior leadership and key stakeholders.

Desirable Criteria

- Relevant certifications (e.g., Microsoft Data Analyst Associate, GDPR Practitioner, ITIL Foundation).
- Experience managing IT transformation projects in an educational setting.
- Knowledge of educational technology trends and data-driven learning insights.
- Familiarity with cloud platforms such as Microsoft Azure, SharePoint, and OneDrive.

Person Specification

Safeguarding Responsibilities

- Promote and safeguard the welfare of children and young persons in line with the School's Child Protection Policy.

- Report any actual or potential safeguarding risks to the Designated Safeguarding Lead.

Collaboration & Cross-Team Support

- Work closely with IT, academic, and business teams to align data strategy with school priorities.
- Provide expert training to staff on MIS-related tools, data security, and reporting.
- Act as a key advisor on digital transformation and data strategy.

Multi-Site Responsibilities

- Travel across multiple school sites, ensuring consistent data management and service delivery.
- Prioritise and allocate resources effectively across different locations.

Emergency Response & Critical Periods

- Provide high-level MIS and data support during key times, such as student enrolments, results days, and inspections.
- Respond to urgent data-related issues, ensuring minimal disruption to school operations.

Terms of Appointment and How to Apply

Safeguarding

Eltham College is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. All applicants should read the School's Safeguarding Policy and Privacy Notice (available on the school website) and are required to declare any criminal convictions or cautions, or disciplinary proceedings related to young people.

Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service. Further details are given on the application form.

Equal Opportunities

Eltham College is an equal opportunities employer and welcomes applications from all sections of the community. Candidates will be assessed against relevant criteria only (i.e. skills, qualifications, abilities, experience).

The Application Process

Candidates should read the job description for the role, and complete the application form via the TES website Eltham College - Tes Jobs

Short-listed candidates will be invited to attend an assessment day in May 2025 during which a range of skills, knowledge and experience will be tested.

Safer recruitment checks will be made at all stages in the recruitment process.

Contact Information

For more information about the application process please contact William Townsend Education Support Professionals by telephoning 020 8559 2077 or contacting them via email (wtownsend@esp-recruit.co.uk).

Further details about the School can be found by visiting our websites: www.eltham-college.org.uk & www.blackheathprep.co.uk

THE SUNDAY TIMES
SCHOOLS GUIDE
2024
INDEPENDENT SECONDARY
SCHOOL OF THE YEAR
LONDON

Gloria Filiorum Patres

ELTHAM COLLEGE
JUNIOR SCHOOL

Eltham College Junior School
Mottingham Lane
London SE9 4RW

+44 (0)20 8857 3457
juniors@eltham-college.org.uk

www.eltham-college.org.uk

ELTHAM COLLEGE

Eltham College
Grove Park Road
London SE9 4QF

+44 (0)20 8857 1455
mail@eltham-college.org.uk

www.eltham-college.org.uk