WILMSLOW
HIGH SCHOOL



MIS and Data Manager

APPLICATION PACK

Contents

03 Headteacher's Welcome
04 Job Overview
05 About this role
07 Job Description
10 Person Specification



Headteacher's Welcome

Thank you for your interest in our MIS and Data Manager vacancy.

At Wilmslow High School, we believe in the value of a 'whole' education, placing equal importance on strong pastoral care, academic progress, and a broad range of opportunities beyond our Formal Curriculum for every student. We are committed to the pursuit of excellence for every student, every day. We are incredibly proud of our school and our success is built on a strong partnership between our students, dedicated staff, and supportive community.

We have high expectations for behaviour and conduct; through the 'Wilmslow Way' we seek to develop 'Young People of Character' who routinely demonstrate the character values of PRIDE: Professionalism, Respect, Integrity, Determination and Empathy.

We are a forward-thinking, outward facing school and have forged strong links with other schools and learning communities. We expect our support staff to be highly skilled and dedicated; committed to providing the highest level of support to ensure the success of every student. To support our staff, we pride ourselves in providing an evidence informed, research driven professional learning programme to ensure that our staff continue to learn and develop, not just our students.

If you believe that you can make a difference for every student, every day, we would welcome your application.

Christina Kane
Headteacher



WILMSLOW HIGH SCHOOL

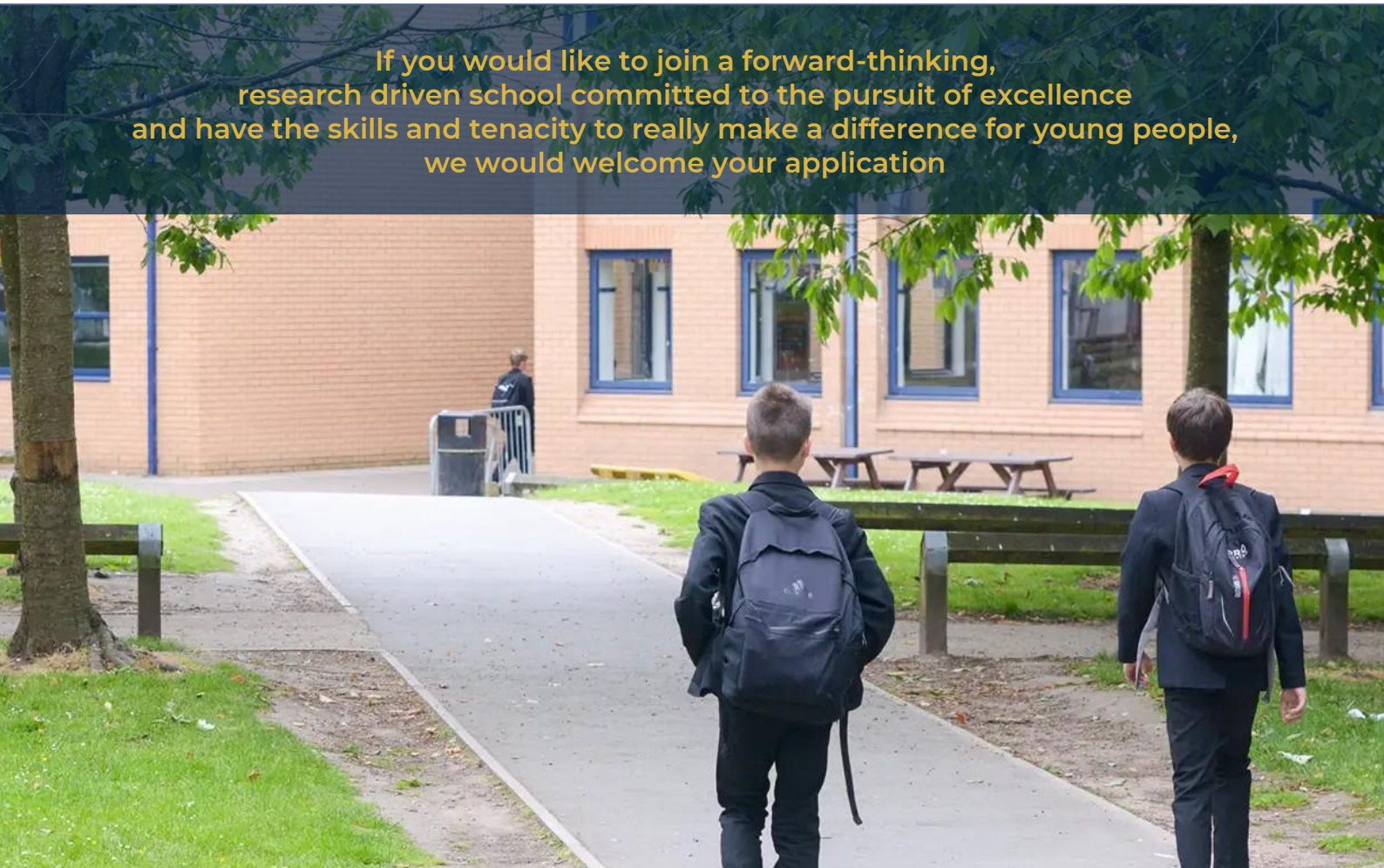
Job Overview

Role:	MIS and Data Manager, AAAE5010
Salary:	£32,578 to £35,570 per annum
Grade:	Grade 7; Point 18-23 Cheshire East Council NJC Pay Structure
Start Date:	ASAP
Contract Type:	37 hours per week (full time), 52 weeks per year (full year)
Contract Term:	Permanent
Closing Date:	Friday 20th November 2026 @ 8am

Early applications are encouraged as we may interview sooner if suitable candidates apply.

Interview Date: TBC w/c 23rd November 2026

If you would like to join a forward-thinking,
research driven school committed to the pursuit of excellence
and have the skills and tenacity to really make a difference for young people,
we would welcome your application



About this role

Interview date: TBC – w/c 23rd November 2026

This is a full-time position (37 hours per week) Monday – Friday, 52 weeks per year (full year) on appointment.

This is an exciting opportunity for an experienced MIS and Data Manager to manage, maintain and develop the whole school management information systems.

We are looking to appoint an experienced MIS and Data Manager to manage, maintain and develop the whole school management information systems (MIS). You will ensure that a comprehensive and cohesive support service is provided to the school ensuring effective school improvement.

The successful candidate will:

- Have proven experience in managing and administering a school MIS system
- Demonstrate experience in statutory data reporting
- Possess strong analytical skills, with the ability to interpret data accurately and generate reports
- Understand GDPR and data protection requirements

We are looking for a strong MIS and Data Manager, ideally with experience in the education sector, who has a confident, solution focussed approach and is fully aligned with our schools' visions and values.

We offer a happy and caring environment rooted in our core values, in which staff and students can flourish, whilst challenging ourselves to pursue excellence for all our students. The school is set in extensive grounds, ideally positioned between the thriving city of Manchester and the open countryside of the Peak District.

We are committed to safeguarding and promoting the welfare of children and expect all staff to respect this commitment. A consideration of the person's suitability to work alongside children is part of the selection process.

About this role

If invited for interview, you will be:

- asked to complete a self-declaration form answering questions in relation to any criminal record or other information that would make them unsuitable to work with children.
- subject to an online search. This is to help identify any incidents or issues that have happened, and are publicly available online, which we may wish to explore at interview.

If successful, you will be subject to

- an enhanced disclosure from the Disclosure and Barring Service.
- pre-employment checks which will include References, Health and Right to Work in UK

Current or previous employers will be contacted and information requested will include:

- disciplinary offences relating to children, including any for which the penalty is ‘time expired’.
- whether the applicant has been the subject of any child protection concerns.



Job Description – MIS and Data Manager

To whom responsible: Senior Lead: Data, Exams and Timetabling

Purpose of Post: To manage, maintain and develop the whole school management information systems (MIS) to ensure that a comprehensive and cohesive support service is provided to the school ensuring effective school improvement.

Principal Duties

Data Management:

- Developing the schools' use of its MIS data (SIMS) to provide intelligence that enables focused school improvement based on collated and analysed data undertaken in the most efficient and effective way possible.
- Responsibility for the development and management of the school MIS and it's functions.
- Oversee the collection, maintenance, integrity, and security of pupil, staff, and school data within SIMS.
- Manage the school census and statutory returns (e.g. School Workforce Census, Pupil Census).
- Assist the DPO in upholding GDPR and data protection standards across the organisation.
- To provide support and training for all other administrative users of SIMS to ensure that they follow protocol and procedures in their use of the schools MIS system (SIMS) and their entering and maintenance of students and staff data sets.
- To work with the ISS department in ensuring updates to SIMS are planned and implemented correctly and without risk of data integrity being jeopardised.

MIS Administration:

- Administering the schools MIS (SIMS), identifying and implementing ways in which it can be used more effectively to aid school intelligence and performance.
- To manage the statutory and school-based collection of data to deadlines and prepare electronic and paper-based reports for staff, pupils, parents and outside agencies.
- Prepare and update electronic mark sheets for collecting assessment data in line with the school assessment cycle and as and when required.
- Create and print interim assessment point reports for parents as part of the school assessment cycle and as required.
- Collate and upload admissions data, primarily for those joining in subsequent year 7 but also for in year joiners as required

Job Description – MIS and Data Manager

- Actively contribute to the evaluation of the current MIS (identifying its strengths and weaknesses)
- Support the strategic selection and identification of a new MIS system, if the evaluation of the current MIS indicates this is needed.

Assessment Data:

- Working with the Senior Leadership Team (SLT), developing and managing the school assessment data, target setting and associated data packages (SISRA, FFT aspire and Classcharts) as well as reading and assessment tool (GL Assessments) supporting the creation and day to day grouping and class data
- Work with the senior team to develop staff use and understanding of SISRA reports to inform intervention both at subject, year and class teacher level.
- Ensure the school data package is efficient and up to date, to create, modify and delete users as required.
- Ensure assessment point data is taken from SIMS and is imported into SISRA to create and provide summary and individual student reports on progress across all aspects of the curriculum and cohorts as required by Senior and Middle Leaders.
- To Support the management of internal assessments such scheduling tests and rooming (excluding exams).
- Create tracking sheets for a number of stakeholders that show the varying progress of students across the school at student, department and school level.
- Support with the monitoring and updating of sheets that track key students, such as pupil premium.
- Import relevant achievement data on students (such as KS2 scaled scores)
- Working with staff at all levels and governors of the school to monitor and report on school performance using accurate and relevant data held within the MIS.
- Where required support the Exams Officer in ensuring that all procedures and routines relating to examinations are in place and ensure that the school provides the best possible examination experiences to enhance progress.
- Support the central recording of student assessments and target-setting.

Job Description – MIS and Data Manager

- Support the exams officer in the setting up of exams if required using the SIMS software to administer student data for national tests; public examinations and internal school examinations.
- Undertake any other duties of a similar level and responsibility as may be required by the Headteacher or Senior Leadership Team.

Notes

To take all reasonable steps to ensure the Health and Safety of students and staff within the teaching base environment.

To promote and safeguard the welfare of students in accordance with the school's child protection policy.

Wilmslow High School is committed to safeguarding and protecting the children and young people that we work with, as such, all posts are subject to a safer recruitment process, including the disclosure of criminal records and vetting checks. The post holder will be required to complete an enhanced Disclosure Barring Service (DBS) Check with appropriate barred list checks, or the equivalent, and must be eligible to work in the UK. We ensure that we have a range of policies and procedures in place which promote safeguarding and safer working practice across the school, this is in line with statutory guidance Keeping Children Safe in Education and The Education Act, we expect all staff and volunteers to share this commitment.

Local Authority Flexibility Policy

Notwithstanding the detail in this job description to undertake, in accordance with the Policy, such work as may be determined by the Head teacher from time to time, up to or on a level consistent with the Principal Duties of the job.

'No Smoking' Policy

The school is an entirely 'no smoking' and 'no vaping' environment.

Review

This job description will be subject to review annually at the end of the academic year or earlier if necessary.

In addition, it may be amended at any time after consultation with you.

Person Specification

Qualification	Essential	Desirable
Education to A Level or equivalent	X	
Degree level in a relevant subject		X
Evidence of continuing professional development in IT, data management, or MIS systems.		X
Knowledge & Skills		
Knowledge of statutory reporting requirements and school data obligations	X	
Advanced IT skills, particularly Microsoft Excel and school MIS systems.	X	
Strong analytical skills and accuracy in interpreting data.	X	
Understanding of GDPR, data protection, and information governance.	X	
Ability to adapt quickly to new systems and updates.		X
Knowledge of additional school systems (e.g., ClassCharts, GL Assessment)		X
Experience supporting examination administration processes.		X
Experience		
Experience managing Management Information Systems	X	
Proven experience managing and administrating a school MIS		X
Experience generating reports and analysing data	X	
Experience providing training and support to staff on MIS systems.		X
Experience in statutory returns and reporting requirements		X
Experience with assessment and tracking systems (e.g., SISRA, ClassCharts, GL Assessments).		X
Experience in planning, scheduling, and supporting internal assessments and examinations.		X
Previous experience in a secondary school environment.		X
Personal Qualities		
Highly organised, methodical, and detail-oriented.	X	
Ability to prioritise and plan effectively to meet deadlines and manage workload	X	
If-motivated, proactive, and able to work independently	X	
Flexible and adaptable to changing priorities.	X	
Excellent interpersonal skills with ability to build effective relationships across all levels of staff and external partners	X	
Commitment to safeguarding and promoting the welfare of children and young people	X	

Have rigorous professionalism in everything, accepting nothing but the best in a culture of excellence	X

Demonstrate commitment to developing professional learning	X
Ability to be reflective and self-evaluate	X
Sense of humour and perspective	X
Tenacity and perseverance	X
Stamina and a capacity for hard work	X



WILMSLOW
HIGH SCHOOL

Wilmslow High School
Holly Road
Wilmslow
Cheshire
SK9 1LZ

Telephone: 01625 526191

Email: reception@wilmslowhigh.com

www.wilmslowhigh.com