Job Description

Post title: Academic Data and Systems Manager	
Department: Digital Services	**Date compiled:** November 2026
Salary: £38 - £42,000 per annum, depending on relevant skills, experience and qualifications.	**FTE:** 1.0 **Weeks per year:** 52 **Hours per week:** 40 The hours of work are between 08:00 and 17:00, Monday to Friday.

Immediate line manager: Head of Data Systems

About the role

The Academic Data and Systems Manager is the School's principal specialist for the effective use of its MIS and wider pupil-data systems, including SOCS, and the quality of the information held within them. The role ensures that these systems are configured, used and developed to support the School's academic and operational requirements and to provide value for money.

The post holder translates requirements agreed by academic and operational leaders into workable structures, processes and controls. They manage the full academic data cycle, oversee approved integrations and ensure that authoritative pupil and academic information is complete, reliable and available for appropriate operational and reporting use.

The role covers the MIS and the wider systems supporting pupil information, academic processes and co-curricular activities. The MIS remains the authoritative system of record for core pupil and academic information. Specialist systems may hold information or support collection, calculation and workflows where they provide a better solution. Their purpose and ownership must be clear, with approved results and records returned to, reconciled with or clearly linked to the MIS as appropriate.

Academic and operational leaders remain accountable for policy, definitions and required completion. The Academic Data and Systems Manager contributes specialist advice and turns agreed requirements into effective system practice in collaboration with the Head of Data Systems and Head of Digital Services.

Core Responsibilities

Academic systems ownership and development

- Act as the principal functional specialist and operational owner for the MIS and wider pupil-data systems, covering attendance, admissions, assessment, reporting, rewards and conduct, communications, portals, boarding and co-curricular activities.
- Maintain an informed view of licensed, configured, actively used, partially used and unused capability, and recommend where configuration, training, integration or an alternative solution would provide better value.
- Configure and develop these systems within approved authority, including structures, workflows, permissions, reference data, academic years and routine processes.
- Coordinate upgrades, release assessment, testing and operational change with suppliers, Data Systems colleagues and affected users.

- Maintain operational documentation, calendars, configuration records and recovery procedures for critical academic and pupil-data processes.

Academic assessment and reporting

- Manage the annual academic assessment process in collaboration with the academic leadership team.
- Configure assessment points, mark books, grade scales, calculation rules, reporting cycles and publication arrangements from approved academic requirements.
- Administer the data processes associated with baseline, predictive and value-added assessment services, including MidYIS, Yellis, Alis and successor products where used by the School.
- Coordinate the preparation, import, validation, calculation and publication of assessment results and resolve discrepancies with the appropriate academic owner.

Data quality and assurance

- Work with the Data Systems Developer to define validation, reconciliation and exception reporting, including evidence used to communicate confidence in published data. Automating processes where suitable, including:
    - Monitoring the completeness, timeliness, accuracy and consistency of pupil and academic data and maintain evidence of known limitations.
    - Identifying incomplete or unreliable records, coordinate corrective action with the responsible staff and manager, and escalate persistent non-compliance through the agreed leadership route.
- Support audits, statutory or contractual returns and internal assurance work where these depend on MIS or academic information.

Integrations and third party services

- Manage the functional use of MIS integration platforms such as Wonde and maintain an accurate record of approved third-party connections.
- Review the purpose, data scope, ownership and continuing need for each connection, and ensure that access is removed when it is no longer required.
- Work with the Data Systems Developer on technical integrations, data mappings, imports, exports and write-back processes, providing the required MIS and academic-data knowledge.
- Liaise with suppliers and internal owners to investigate discrepancies, failed synchronisation or changes that affect the reliability of information moving between pupil-data systems.

Adoption and support

- Use completion and exception evidence to distinguish between training needs, unsuitable processes, technical faults and requirements that are not being followed.
- Provide specialist support for complex academic systems and data questions and help departments improve their use of available capability.
- Build constructive working relationships with teachers, academic leaders and professional-services teams, recognising that the quality of reporting depends on the quality of data entered at source.

Change and continuity

- Contribute functional leadership and detailed process knowledge to agreed improvements across academic and pupil-data systems.
- Document current processes, data definitions, integrations, annual cycles and dependencies so that changes can be evaluated and delivered safely.

- Develop a practical understanding of data structures and the surrounding reporting and development architecture so that requirements can be specified and technical changes can be tested effectively.
- Support the Head of Data Systems and Data Systems Developer with appropriate operational and data knowledge, while maintaining documentation that enables them to provide reasonable cover for academic and pupil-data systems during absence or vacancy.

AI assisted working

- Use approved AI tools where they assist with data analysis, reconciliation, documentation, test design, training materials or the investigation of complex processes.
- Check AI-generated material against the relevant systems, agreed academic rules and authoritative source information before it is used.
- Remain accountable for all decisions and outputs and use only approved services and data-handling methods when working with pupil or other sensitive information.

Other Responsibilities

- Maintain sufficient knowledge of the department's systems and processes to provide reasonable operational cover for colleagues. The roles have different specialisms and are not expected to be interchangeable.
- Keep technical, operational and user documentation current so that services do not depend on knowledge held by one person.
- Work within agreed data protection, information security, safeguarding, change-control and records-management requirements.
- Contribute to service planning, risk management, continuity arrangements and the prioritisation of departmental work.
- Undertake appropriate professional development and share relevant knowledge with colleagues.
- Carry out other reasonable duties consistent with the purpose and level of the role.

General Responsibilities, applies to all staff

- Be aware of and comply with all relevant policies and protocols applicable, including but not limited to:
    - Safeguarding and E-Safety
    - Health and Safety
    - GDPR
    - Confidentiality

Due to the ever-changing nature of Data in schools, these responsibilities are not necessarily a comprehensive definition of the post and the post holder will be required to undertake other duties appropriate to the position.

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 a contractual effect.

Job description drawn up by	Head of Digital Services	Date: November 2026
Approved for department by	Human Resources	Date: November 2026