Person Specification

Post Title:	Academic Data and Systems Manager
Department:	Digital Services – Data Systems

Attributes	**Essential**	**Desirable**
Qualifications	• Degree-level qualification or equivalent relevant professional experience in education, information systems, data, administration or a related area.	• Relevant MIS, data-management, assessment or project qualification.
Knowledge, Skills, & Experience	Academic systems and education experience • Substantial experience using or managing a school MIS, student information system. • Strong understanding of academic data processes, including assessment structures, reporting cycles. • Experience configuring systems, coordinating annual processes and supporting users with different levels of confidence. Data • Strong understanding of structured data, relationships, validation, calculations, mappings and the effect of poor source data on reporting.	• Experience in an independent or boarding school. • Experience supporting a school MIS alongside specialist pupil-data systems. • Experience administering baseline or value-added assessment services. • Practical experience with SQL, scripting, APIs, Power BI or comparable analysis and integration tools.

	• Ability to analyse discrepancies, reconcile information and explain data-quality limitations clearly. • Confidence working with imports, exports, spreadsheets and reporting tools without treating working files as permanent authoritative records. Communication and relationships • Ability to translate academic and operational requirements into clear system structures and processes. • Confidence advising senior and academic leaders while recognising that policy and educational decisions remain with the appropriate owner. • Ability to train and support staff, challenge incomplete or unreliable information constructively and escalate persistent issues appropriately. • Strong organisation, attention to detail and the ability to manage recurring deadlines alongside improvement work. • Curiosity about how systems work and the confidence to learn new platforms without being dependent on one product.	• Experience specifying or testing system integrations and automated data processes. • Experience contributing to procurement, system review or organisational change.
Attributes	• Proactive and eager to learn new technologies and systems. • Adaptable and collaborative team player.	

	• Committed to maintaining high standards of data and security. • Enthusiastic about personal and professional development. • Strong customer service orientation with excellent communication skills. • Ability to take ownership projects. • Problem-solving mindset with attention to detail.	

Person Specification drawn up by:	Head of Digital Services	November 2026
Approved for department by:	Human Resources	November 2026