



The  
Henrietta Barnett  
School

## School Information Manager

Full Time or Part Time

from March/April 2026

### Job Description

This key role involves managing and administering a range of school data and information within a MIS (currently SIMS). In addition, the role is to work as a member of the support staff to the smooth running of the general administration of the school. Training will be provided as required. The role is central to the organisation and smooth running of the school and an exciting opportunity to contribute to the success of a prestigious and vibrant girls' grammar school.

The following gives an overview of the responsibilities of the role. The list is not exhaustive and will adapt in consultation with the post-holder:

- To oversee, lead and facilitate the school's use of its MIS (currently SIMS) and associated modules, including, but not limited to:
  - maintenance of staff personnel information and permission levels within the MIS
  - submission of required data to the Department of Education at school census points
  - maintenance of the daily school timetable in the MIS
  - input and continuous management of students' personal and academic data, including new admissions and student leavers, including CTF transfer
  - designing and running MIS reports to extract information about student groups e.g. for attendance or assessment analysis purposes, as required by senior leaders
  - design and maintenance of assessment, registration and reporting marksheets and templates;
- To liaise with, advise and support other significant users of SIMS modules e.g. timetabling, options, examinations, cover, attendance, including deputising if the regular user is unavailable;
- To support and develop use of database systems and applications linked to the MIS e.g. assessment/tracking; online parents evenings; Year 7/12 admissions;
- To take responsibility for downloading, storing and signposting DfE information as relevant to the school;
- To contribute to line management within support staff, as appropriate and required;
- Work collegiately on administration tasks as required.

## Person Specification

- Trustworthy with absolute integrity and able to work within a highly confidential environment
- Advanced IT skills including spreadsheets, databases, management information and online survey tools.
- Experience of school management information systems (MIS), e.g. SIMS, is highly desirable; top-up training will be provided.
- Efficient and effective organisational skills
- Impeccable attention to detail, and pride in the production of prompt and accurate outcomes
- A willing approach to being part of a team
- Ability to handle people/situations with patience, discretion, tact and diplomacy
- Ability to be flexible and to ensure priorities are met, to work accurately under pressure, independently on your initiative and to prioritise effectively
- Relevant experience within schools would be an advantage

The School Information & Data Manager reports to the School Business Manager.

Salary: FTE equivalent Outer London SCP 18-26 (depending on skills, qualifications and experience).

We are seeking the best-qualified and best-experienced candidate for this role. We would consider applications from candidates who would prefer to work on a 3, 4 or 5 day a week basis; duties and salary would be applied accordingly. The advertised role is for Term time plus 5 weeks (including INSET days). However, a 52 week contract may be available depending on the successful candidate's qualifications, experience and circumstances.

For further information and an application form, please see the School's website. Applications must be submitted on the application form and be accompanied by a letter detailing reasons for applying for the post and suitability for it, and send to [recruitment@hbschool.org.uk](mailto:recruitment@hbschool.org.uk) by 12pm on Monday 23<sup>rd</sup> February 2026. The school reserves the right to interview and appoint before the closing date if a strong candidate(s) is secured.

The school is committed to the promotion of equal opportunities and diversity.

The school has a clear commitment to safeguarding and promoting the welfare of children and young people. The successful candidate will be required to apply for an Enhanced Disclosure for the Disclosure and Barring Service (formerly known as Criminals Records Bureau). The role is exempt from the Rehabilitation of Offenders Act 1974. Shortlisted candidates will also be subject to further checks including those on social media.