



# SURBITON

HIGH SCHOOL

## Job Description

**Job Title:** Data Systems Manager

**Job Purpose:** To ensure the accuracy, security and effective use of the School's data and digital systems, providing reliable access and support for staff, pupils and parents. To deliver high-quality reporting and integrations that strengthen academic, operational and strategic decision-making while upholding all data protection and safeguarding requirements.

**Reporting Line:** Vice Principal (Academic)

**Start date:** April or September 2026

**Tenure:** Permanent, full-time (37.5 hours per week, 8:00am – 4:00pm, full-year round) Working schedule flexibility and hybrid working available once established in role

**Remuneration:** Up to £68,473 per annum (package negotiable for the right candidate) Plus generous benefits and rewards package which includes a Health Cash Plan, Will-Writing service, daily hot lunch and much more – see our full benefits package [here](#).

### **Key Responsibilities:**

#### **Data Management**

- Maintain and manage core pupil data within the School's systems, ensuring accuracy, consistency and security.
- Assist with staff, pupil and parent data access and tracking queries.

#### **Data Strategy**

- Support the Vice Principal (Academic) and the Digital Lead in implementing the School's digital and data strategies.
- Support a strategic and coordinated approach across the three schools regarding the use and procurement of third-party systems and programmes.
- Lead staff training programmes for current and new systems.
- Sit on the Digital Governance Committee within the School's Digital Tapestry.
- Participate in School and United Learning Group Level working groups focused on data governance, quality and innovation.

#### **Leadership of Data Administration**

- Leadership of the Data Team, including line management of the Data Administrator(s).
- Liaise with other parties who feed into the Data function.



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## Systems Management

- Carry out backend configuration, development, maintenance and troubleshooting for all third-party systems, including:
  - iSAMS
  - SOCS
  - Evolve
  - School Post
  - My School Portal
  - Satchel One
  - Wonde
  - School Cloud
  - Inventory
  - My Schools Buddy
- Provide front-line support to staff, pupils and parents for the above systems.
- Contribute to the implementation of new systems and data integration.
- Ensure the smooth migration of data between systems.
- Raise cases with third-party technical support as required.
- Maintain up to date knowledge of the School's systems and emerging new and additional functionality, and identify benefits for the School to expand their use, in liaison with Senior Leaders.

## Reporting

- Work with departments across the School to centralise and streamline data reporting and access.
- Design and deliver reports and dashboards to support academic and operational needs.
- Support assessment and reporting cycles, including data preparation, analysis, and publication.
- Ensuring accuracy of data being provided to the CEM (Value Added reporting: MidYIS, Yellis, ALIS).

## Data Protection

- Work closely with the Data Protection Lead to ensure full compliance with all matters relating to data protection in the use of our systems and data storage.
- Uphold the School's safeguarding and GDPR responsibilities in all aspects of data handling.
- Assist the Data Protection Lead with responding to Subject Access Requests and investigating data breaches.

## Inspection and statutory requirements

- Ensure the School is inspection-ready at all times by maintaining accurate, consistent and auditable data.
- Produce and validate data and evidence required for ISI inspections and regulatory scrutiny.
- Support senior leaders in preparing inspection materials and responding to inspection findings.
- Lead on statutory data returns such as census submissions.

## Other

- Support with ad hoc project-based work, including the current integration from a bespoke MIS to iSAMS.
- Carry out any such duties as may be reasonably requested.



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## Person Specification

The successful candidate will be likely to fit the following profile:

### Education & Qualifications

- Educated to at least A-level standard or equivalent.
- IT or data-related qualifications would be an advantage.

### Skills & Experience

- Previous knowledge and experience of working with a range of iSAMS functionality is essential.
- Proficiency in SQL and experience producing dashboards and reports using tools such as Power BI.
- Experience supporting assessment cycles and managing statutory returns (e.g. school census).
- Familiarity with how data supports teaching, learning, safeguarding and school operations.
- Previous experience of working in a similar role within an education setting would be an advantage.
- Proven experience of data handling in previous roles is essential.
- Excellent working knowledge of Microsoft Excel and good knowledge of other Microsoft Office software (Outlook, Word, Teams, PowerPoint) as well as SharePoint.
- Excellent organisational, administrative and ICT skills.
- Able to deliver good quality training and effectively support other staff.
- Good understanding of data quality, consistency and governance best practice.
- Interest or experience with AI tools to interact with structured data.

### Personal Competencies

- Strong analytical and problem-solving skills.
- Meticulous attention to detail and accuracy in data handling and presentation.
- Able to communicate confidently with staff at all levels and to communicate complex ideas to non-IT professionals with clarity.
- Strong interpersonal skills and the ability to create productive working relationships at all levels.
- Strong customer service orientation and skills and proactive in anticipating data requirements.
- High levels of personal and professional integrity, discretion and confidentiality and awareness of data protection requirements.
- Self-motivated, with the ability to work under pressure in a fast-paced environment.
- Enthusiastic team player, highly flexible and the ability to multi-task.
- Skilled in time management with an ability to work to strict deadlines.
- Commitment to personal professional development and a willingness to develop own skills.



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## To Apply

Please apply online via the link on the TES or our School [website](#)

**Closing date for Applications:**

**Midnight, Sunday 11 January 2026**

**Interviews to be held:**

**Week commencing 12 or 19 January 2026**

*Please note that the School reserves the right to appoint at any stage during the recruitment process. For any queries relating to the role or your application, please email [recruitment@surbitonhigh.com](mailto:recruitment@surbitonhigh.com)*



## The Benefits of Working for Surbiton High School

- Competitive Salary
- Extensive CPD Opportunities
- Flexible Working
- Complimentary School Lunches
- Fee reduction for children attending the School
- Contributory Pension Scheme
- Sabbaticals for long service
- Generous Rewards Programme
- Excellent transport links
- Working as part of a motivated and committed team



## About Surbiton High School

***We aim to inspire, encourage and empower our staff and pupils to be the very best they can be.***

Surbiton High School is a friendly and vibrant community where people matter, results count and where a passion for excellence drives everything we do. We are a school with a real heart and soul, where we look beyond the A\* to offer a breadth of opportunity which allows every pupil to flourish and every staff member to develop and succeed.

Our inspirational teachers are committed to delivering a rich curriculum and programme of co-curricular activities which challenge our pupils to explore ideas for themselves. We feed our pupils' minds, but we also care passionately about their character development and happiness. Our approach to education means that Surbiton High School pupils achieve the very best exam results and are also compassionate, authentic young people with strong values, keen to make a positive difference in the world. Our Educational Support Staff are the backbone of the School, and are dedicated to supporting our aim of creating an intellectually rigorous and challenging academic environment which runs smoothly and efficiently.

Surbiton High School has approximately 1,600 pupils aged between 4 and 18. Our Preparatory Schools are divided into the Girls' Preparatory School and Boys' Preparatory School, and the Senior School is girls only from age 11 upwards.

We are looking for applicants who are passionate about inspiring those around them, bringing out 'The Best in Everyone' and working with us to remain a leading school of choice (rated 'excellent in all areas' by ISI 2023).

Read more on our website: [www.surbitonhigh.com](http://www.surbitonhigh.com)



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## Additional Information

### **Equal Opportunities**

*Surbiton High School is a member of the United Church Schools Trust, Charity Number 1016538 and is an equal opportunity employer. We expect all employees to act in a manner which is consistent with the Trust's principal objective: to provide education based on Christian principles. While we recognise that employees may come from other faith groups (as indeed do many of our pupils), we expect everyone in our community to conduct themselves appropriately in the light of this objective. As a School we, in turn, respect the different faiths of our colleagues and pupils, and welcome them and their contribution.*

*In Surbiton High School, male colleagues and those from ethnic minorities are under-represented among our staff; we would therefore wish to encourage them to apply. However, the aim of the selection process is to appoint the best possible candidate, and gender and ethnicity are not criteria for selection.*

### **Eligibility for Employment**

*Surbiton High School is committed to safeguarding and promoting the welfare of children and young people and expects all who work at the School to share this commitment. Successful applicants will be subject to an Enhanced Disclosure from the Disclosure and Barring Service (DBS). Any offer of employment is thus conditional on clearance from the above, on the receipt of: two satisfactory references, a satisfactory medical questionnaire, proof of qualifications, overseas checks where applicable, and proof of right to reside and work in the UK.*

### **Choice of Referees**

*We wish to have someone who can write knowledgeably about your abilities to perform professionally in a position similar to this one. We also need to have the most recent possible references. Your referees should therefore normally include your current – or most recent – employer. If you are unable to supply referees who fit into the above categories, please explain this in your application. We shall carry out such further reference checks as are necessary to ensure the safety and welfare of children. Please provide professional, rather than home addresses for your referees, and supply email addresses in all cases.*



### **United Learning**

*United Learning is a unique group of independent and state schools working together to achieve the best in everyone. Our vision is to provide excellent education so that all young people are able to make a success of their lives and, if we are to realise this vision, we need to make sure we attract, develop and reward the key ingredient – you.*