

Application Pack

Data and MIS Manager

Required as soon as possible

Discovering dreams • Achieving ambitions • Transforming lives

November 2026

Welcome to the school

Dear Potential Colleague

Thank you for your interest in joining Harper Green School. We know that choosing where to take the next step in your career is an important decision, and we hope this pack gives you a real sense of our school, our community and the significant contribution our **Data and MIS Manager** makes to the lives and success of our students. You will also find further information about the role and the application process.

We are looking for an enthusiastic, reliable and thoughtful colleague who will bring both professional expertise and a strong commitment to our students. Alongside the technical skills and experience needed for the role, it is essential that the successful candidate can build positive relationships, work collaboratively with colleagues and understand that every piece of information ultimately represents a young person whose experience and future matter to us.

Harper Green School is a dynamic secondary school situated in the South of Bolton and serves a varied community catering for students of all abilities and backgrounds. We seek not only to enable students to achieve their academic potential but also to develop the character, skills and values needed to be successful in life and make a positive contribution to society as a whole.

To this end, we have excellent facilities, alongside a talented and highly committed staff, both teaching and associate. This allows us to provide a broad and balanced curriculum as well as the diverse opportunities in extra-curricular learning which are so crucial to developing wider skills and confidence in students.

Our ambition for every student depends on colleagues having accurate, timely and meaningful information. Effective use of data helps us understand achievement, attendance, behaviour and need; identify where support will make the greatest difference; and evaluate the impact of our work. The Data and MIS Manager therefore plays a central role in school improvement, giving leaders, teachers and pastoral colleagues the confidence to make well-informed decisions in the best interests of students. This requires professional integrity, attention to detail and close collaboration with students, families and colleagues across the school.

This is an exciting opportunity to join a caring and ambitious school community and to take on a role that reaches into every part of school life. You will help colleagues use information wisely, ensure that vital systems run with confidence, and contribute directly to better experiences and outcomes for our students. We would be delighted to hear from someone who shares our values and wants to make that difference alongside us.

Thank you for considering Harper Green School. We hope you are inspired by the opportunity to join our community and use your expertise to make a meaningful difference for our students. We look forward to receiving your application.

Yours faithfully

Sally Heppenstall, Headteacher



Welcome to
Harper Green High School

Part of Leverhulme Trust

We are immensely proud of our students and all that they achieve. Harper Green is a school where highly professional, motivated and creative colleagues work together so that every child can flourish in a safe, happy and supportive environment. Our purpose is simple but ambitious: every young person should leave us with the qualifications, skills and confidence needed to realise their ambitions. Together, we help every student discover their strengths, grow in confidence and look to the future with ambition.

We want every student at Harper Green to develop a love of learning that remains with them long after they leave us at the end of Year 11. Our staff share a relentless commitment to making learning engaging, challenging and responsive to individual need. Colleagues across the school work closely together, combining high expectations with strong pastoral care so that every child feels known, supported, safe, happy and valued.

The Data and MIS Manager is central to this work. Accurate, timely and carefully interpreted information helps colleagues understand each student's experience, identify where support is needed and evaluate whether our actions are making a difference. This role ensures that leaders, teachers and pastoral teams can make well-informed decisions, that statutory and examination processes are delivered with confidence, and that data is used with integrity in the best interests of every young person. It is a role with influence across the school and a direct contribution to improving students' opportunities and outcomes.

Our Ethos and Values

At Harper Green, we recognise that all students are unique with individual talents and needs. As a community, we identify, nurture and develop these talents in an atmosphere of trust and mutual respect. Our students leave Harper Green with the qualifications needed to realise their ambitions and foster a love of learning that remains with them into their adult life. Students of Harper Green make valuable contributions to society as well-rounded citizens.

As a successful school, we challenge students to explore the furthest reaches of their intellectual, creative, physical, and emotional capabilities to realise their own infinite potential. Our students see learning as a lifelong challenge, enabled by a philosophy of boundless opportunities; students take a responsibility to be central to their own development, striving for constant improvement in a safe environment that fosters strong spiritual and cultural understanding and respect.

Harper Green is the platform for young people to develop into global citizens that can make a valued contribution to society. It is the learning, social and cultural experiences our young students have at Harper Green that are pivotal in shaping the people they become and provides them with the aptitude, achievements, and opportunities to access life beyond school.

Ofsted 2026

I am delighted that Ofsted recognised what we achieve together at Harper Green for our students and our community, and that our values underpin who we are and what we stand for. They recognised the quality of relationships and strength of our community and fed back how well our staff know our students as individuals, acknowledging that positive relationships are at the heart of all we do. The Ofsted team recognised that what they saw throughout the two days spent with us is what happens day in, day out at our school.

Harper Green is a caring community, and this well-deserved judgment is a culmination of the hard work, dedication and collaboration of our staff; the pride and 'we are HARPER' attitudes of our fantastic children:

Link to Ofsted Report

"I've grown by working with excellent practitioners."

Outgoing Head of Department

Leverhulme

"Discovering dreams, achieving ambitions and transforming lives."

Harper Green School is part of Leverhulme Church of England and Community Trust. As a Trust, we work together to ensure that all students receive an excellent education irrespective of their starting point. We relish the opportunity to be a part of the much-needed regeneration of areas we work in and wish to play a full role in the wider community.

Vision
The vision of Leverhulme is to provide the highest quality of education that creates a community of happy, successful and well-rounded individuals who can flourish and make a difference in our world.

Mission
Discovering dreams, achieving ambitions, and transforming lives.

Staff Values
Our values underpin our mission and provide the basis on which we will achieve our vision.

- **Students First**: We put our students at the heart of all our decisions
- **High Expectations:** We have high expectations of both ourselves and others
- **Integrity:** We do the right thing

Student Values

- **Take part**
- **Work hard**
- **Do the right thing**

Mr Paul Roach
CEO

Leverhulme Trust



Our staff benefits

Working for Leverhulme Academy Trust is rewarding in many ways, with benefits designed to support wellbeing, security and work–life balance. We know that to achieve our vision, it is our colleagues who make the difference.

We offer a competitive and thoughtfully designed rewards and benefits package to support colleagues at every stage of their career.

Pay and Pensions

We offer competitive pay and conditions aligned with national frameworks:

- **National Terms and Conditions:** National terms and conditions in line with the School Teachers' Pay and Conditions Document (STPCD), the Burgundy Book (for teachers) or the NJC Green Book (for support staff).
- **Pension Scheme:** Automatic enrolment into either the Teachers' Pension Scheme or the Local Government Pension Scheme, both offering generous employer contributions (with the option to opt out)
- **Trade Union Recognition:** We actively recognise trade unions and work closely with them to ensure staff interests are represented. We meet regularly with union representatives through our Trade Union Recognition Agreement, providing a forum for open discussions on issues that matter to our staff.

Everyday Benefits

We aim to make working life as enjoyable, convenient and rewarding as possible. Our everyday benefits include:

- Cycle to Work scheme via salary sacrifice
- Free eye tests through our partnership with Specsavers
- Free annual flu vaccinations
- Blue Light Card eligibility, providing access to a wide range of discounts
- Electric vehicle charging points available across our schools to support greener travel

Financial Wellbeing Support

We are committed to supporting the financial wellbeing of our staff:

- Mortgage and Will-Writing Service: Free, confidential advice on mortgages and will-writing is available to all staff and their families, provided by Radcliffe & Newlands.

Health and Wellbeing

The Trust places a strong emphasis on creating a positive, healthy, and supportive work environment:

- **Wellbeing Half Day**: Staff can request a wellbeing half day to recharge and focus on personal wellbeing.
- **Mental Health First Aiders**: Mental Health First Aiders in every school, alongside a clearly signposted Leverhulme Ladder of Support.
- **Wellbeing Ambassadors**: Representing every department, with protected time to support staff wellbeing.
- **Staff Wellbeing Portal**: Provides support for mental, physical and financial wellbeing.
- **Trust Menopause Ambassador**: Offering guidance, support and resources.
- **Flexible Working**: We provide flexible working options and are open to discussing individual needs in line with role responsibilities, wherever possible.

Occupational Health and Employee Support

All staff have access to comprehensive, confidential support through Smart Clinic, a specialist occupational health provider for the education sector:

- **24-hour Employee Assistance Programme**: Access to confidential support services including legal advice and a range of different support.
- **Counselling**: Counselling and CBT, available remotely or face to face.
- **Physiotherapy**: Staff have access to both remote and in-person physiotherapy.

Learning, Development and Career Growth

We are committed to the continuous professional development of all staff:

- **Professional Development Conversations**: Instead of traditional performance management, the Trust offers supportive, collaborative conversations focused on professional growth. Pay progression for teachers is no longer linked to performance evaluations and we have an extensive CPD menu for both teaching and support staff.
- **The National College**: Staff can access a range of professional development resources, training and courses to support their growth and career progression.

Listening to Our Staff

Employee feedback is essential to our Trust. Through our annual staff wellbeing survey and wellbeing suggestion boxes across all schools, we ensure the needs of our staff are understood and addressed.

Reducing Workload Through Technology

We actively invest in digital solutions to support efficiency and reduce workload, including AI tools such as TeachMate and Microsoft Copilot.

Recognition, Rewards and Engagement

We celebrate our staff and recognise the positive contributions that make Leverhulme Trust such a great place to work.

- **Leverhulme VIP Awards**: Our VIP Awards honour staff who exemplify our Trust values of maintaining high expectations, demonstrating integrity and putting students first.
- **Pride in Our Trust**: 87% of staff report feeling proud to tell others that they work at Leverhulme Trust.
- **12 Days of Christmas Campaign**: A Trust-wide initiative celebrating staff in the lead-up to Christmas.
- **Employee Referral Scheme**: We celebrate staff helping us find great talent with £250 rewarded for each successful employee referral.

Equality, Diversity and Inclusion

We are committed to challenging discrimination and celebrating the diversity of our people. Our Wellbeing Calendar recognises national awareness days centred around health, diversity and inclusion. This helps us create a supportive and inclusive workplace where everyone feels valued and informed.

“The support staff give to students is incredible.”

Outgoing Head of Department

Job Description

Job title: **Data and MIS Exams Manager**
Grade: **G**
Reports to: **Deputy Headteacher**

Main purpose of the job:

- To lead the development, implementation and operational management of the School's Management Information Systems (MIS), ensuring systems support the efficient operation of the School and provide accurate, timely and effective reporting.
- To oversee all aspects of student and school data management, ensuring high standards of accuracy, compliance and data integrity.
- To support continuous school improvement through analysis, interpretation and reporting of key performance data.
- To provide professional advice and guidance to school leaders regarding data systems, performance measures and statutory reporting.
- To line manage the exams and data administrator.
- Utilise artificial intelligence (AI) and emerging technologies to analyse data, streamline processes, improve efficiency and accuracy, and identify opportunities for automation and continuous improvement.

OUR VALUES

Our values underpin our mission and provide the basis on which we will achieve our vision. They drive our relationships with staff, students, and our communities and help us make decisions as leaders. All staff are expected to embody the values of the Trust:

- **Students first:** We put our students at the heart of all our decisions.
- **High expectations:** We have high expectations of both ourselves and others.
- **Integrity:** We do the right thing.

Key Accountabilities

Leadership of MIS and Data Systems

- To uphold the Trust's mission, vision and values.
- To uphold all Trust and School policies and procedure.
- Oversee the operation, development and continuous improvement of the school's MIS and associated systems.
- Lead on MIS configuration, optimisation and standardisation to ensure effective and consistent use across the school.
- Act as the school's lead professional for MIS-related requirements, governance and system development.
- Develop and maintain robust processes and documentation to support accurate data collection and reporting.
- Work with Trust colleagues, external providers and the ICT team to maintain secure and effective MIS and data systems.
- Lead MIS-related projects, including system implementations, upgrades and integrations.

- To work with the Deputy Headteacher to manage the annual options process within the MIS, including the configuration and maintenance of student option choices which supports curriculum planning.

Data Management and Compliance

- Ensure the accuracy, integrity and security of all student, staff and school data.
- Maintain accurate student records including admissions, attendance, contacts, demographics, medical information and eligibility indicators.
- Ensure compliance with GDPR and data protection requirements.
- Lead and coordinate responses to data protection requests and audits as required.
- Ensure data capture systems remain compliant with statutory and Trust requirements.
- Implement quality assurance processes to maintain high standards of data accuracy.

Assessment, Reporting and Analysis

- Lead and coordinate the school's assessment, tracking and reporting processes.
- Develop and maintain systems that support effective collection, analysis and reporting of student performance information.
- Produce routine and bespoke reports for school leaders, governors and Trust colleagues.
- Analyse and interpret attainment, progress, attendance, behaviour and demographic data.
- Benchmark school performance against local and national indicators.
- Present findings and recommendations clearly to a range of audiences.

Examinations Line Management

- To ensure all examinations are administered effectively and in accordance with JCQ regulations.
- To ensure the exams officer maintains up-to-date knowledge of examination regulations and awarding body requirements.
- To ensure appropriate examination entries, timetabling, rooming and invigilation arrangements are in place for all internal and external examinations.
- Ensure the exams officer liaises with curriculum leaders regarding entries and examination requirements.
- Ensure the exams officer liaises with SEND staff regarding access arrangements and special consideration applications.
- Ensure the secure receipt, storage and distribution of examination materials, alongside the exams officer.
- Ensure the appropriate administration of results, post-results services and certificate distribution alongside the exams officer.
- Support the exams officer in leading examinations within the school and to promote a positive examination culture across the school.

People Management

- Line manage the exams and data administrator.
- Provide support, guidance and professional development opportunities for members of the team.
- Monitor workload, performance and service delivery standards

Other Duties

- Report to Governors, Trustees and senior leaders on areas of responsibility.
- Attend meetings, training and events as required, including occasional evenings.
- Work collaboratively with colleagues across the School and Trust.
- Undertake other duties commensurate with the grade and responsibilities of the post.

General

The above duties are not exhaustive and the post holder may be required to undertake tasks, roles and responsibilities as may reasonably be assigned by the Leadership Team.

This job description will be kept under review and may be amended via consultation with the individual and Leadership Team as required. Trade union representation will be welcomed in any such discussions.

Person Specification

Job title: Data, MIS and Exams Manager

Qualifications and training	Essential	Desirable
A degree or equivalent qualification in a relevant discipline		✓
Willingness to complete further accreditations / qualifications appropriate to the post	✓	
Evidence of professional development in a relevant discipline / skill area to the post	✓	

Experience	Essential	Desirable
Experience of leading a data system within a school or similar setting		✓
Experience of analysing and evaluating data to improve performance	✓	
Experience in the use of the Bromcom Management Information System		✓
Experienced in overseeing the operation of key management information systems	✓	
Experience of custom report writing		✓
Experience of line managing colleagues, supporting their professional development and coordinating their work as necessary.		✓
Experience of taking a strategic lead in data management projects		✓
Experience of identifying and implementing data capture systems in a complex reporting environment	✓	
Experience of deploying measures to ensure data is of a high integrity	✓	
Experience of working with a wide range of stakeholders to establish performance measures and agree mechanisms for recording the		✓
Experience of analysing educational performance data to highlight trends and comparisons with national and local benchmarks.		✓
Understanding of database structures and ability to manipulate large data sets	✓	
Experience of working in a fast paced environment and providing the flexibility to deliver to deadlines	✓	
Experience of successfully leading a team		✓

Abilities, skills and knowledge	Essential	Desirable
Ability to clearly and directly present findings, conclusions and other information	✓	
Ability to produce a range of data reports and presentations to a high standard for a variety of audiences such as school based staff, SLT, and local governing boards.	✓	
Excellent attention to detail, including data verification checks	✓	
Ability to liaise with providers and partners to interpret the needs of the School	✓	
Ability to apply creativity and innovation when developing reporting strategies	✓	
Knowledge of GDPR legislation and the ability to ensure GDPR compliance		✓
Ability to communicate effectively with a range of staff who may not be familiar with the performance indicators and data within the strategy	✓	

Ability to apply a solution based approach	✓	

Personal qualities	**Essential**	**Desirable**
A flexible approach to work to meet the demands of an academy school within a multi academy Trust	✓	
Adaptability to changing circumstances/new ideas	✓	
Ability to inspire confidence in staff, students, parents and others	✓	
Determination to succeed and the highest possible expectations of self and others	✓	
Resilience and perspective	✓	
Reliability and integrity	✓	

Special requirements	**Essential**	**Desirable**
Satisfactory enhanced DBS certificate	✓	
Medical clearance	✓	
2 satisfactory references	✓	
Full UK driving license and access to a car during working hours		✓

The School is committed to safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. This post is subject to an enhanced disclosure from the Disclosure and Barring Service (DBS). The school is committed to safeguarding and promoting the welfare of children and young people and it expects staff and volunteers to share this commitment.









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