



STREATHAM & CLAPHAM HIGH SCHOOL

GDST
GIRLS' DAY SCHOOL TRUST

Job Application Information

**Data Manager
(Maternity Cover)
From February 2026**



ROLE DESCRIPTION

Job Purpose

- To support the Deputy Head Academic to provide critical support to colleagues across the school in the use of data and effective management
- To support the SLT in the development and management of the use of SIMS within the school
- To provide analysis of school data to Senior Leaders, Heads of Department and other colleagues, using a range of data analysis tools, such as Excel and Power BI
- To ensure that school data systems for recording, monitoring and reporting are up-to-date
- To generate option blocks from student choices to inform the school curriculum
- To support the maintenance of the school timetable
- To support the Assistant Head Teaching & Learning and Staff Development in the reporting process of school reports to parents
- To ensure that parents' access to data through Firefly and SIMS Parent is managed in line with school policy
- To provide training and support to all staff (Teaching and Support staff) on the use and analysis of data.

Responsibilities

MIS & Data Systems

- To be primarily responsible for the management and development of MIS and data systems throughout the school, under the direction of the SLT
- To report to SLT on investments needed for future developments in data systems, including additional modules
- To remain up-to-date on technical developments of MIS and data system capabilities
- To identify and develop new uses of data systems and analysis providing useful insights and intelligence for sections of the school community
- To work collaboratively with colleagues and other GDST schools to share and develop good practice

Staff Use of MIS & Data Systems

- To support the Deputy Head Academic in training and advising all staff as appropriate in the use of the MIS and other data systems to record operational data and for accessing information
- To extend and embed good practice in the use of MIS and data systems throughout the school

ROLE DESCRIPTION

Management of Data

- To work with Prep and Senior staff to input and maintain accurate data within SIMS regarding all staff and student details, to ensure accuracy and quality of data
- To work with the Prep and Senior School Admissions teams to ensure the applications process runs smoothly
- To manage and maintain the data that is accessible to parents through Firefly and SIMS Parent
- Working with SENCOs, to ensure relevant SEND data is recorded in the MIS, available to staff, and that appropriate reports and information can be generated and accessed
- To support the Deputy Head Academic in the administration of student assessments including baseline data generated through MidYIS, YELLIS and ALIS and any associated tasks with analysing and disseminating this information
- To ensure the smooth transition between academic years on all MIS and data systems and maintain data integrity through doing so

Option Blocks and Timetables

- To work with the Deputy Head Academic and the Timetable Assistant, to develop the option blocks for the new academic year's curriculum
- To ensure a smooth roll-over within the MIS system from one academic year to the next
- To input data into SIMS relating to class sets and form groups within the MIS to ensure that timetables are accurate, including any mid-year changes
- To input and maintain timetable data relating to registrations, non-contact time and regular meetings
- To work with the Timetable Assistant and Deputy Head Academic to ensure all classes are appropriately roomed and restricted facilities are available to specific subjects
- To input data into SIMS relating to rooming and facilities and to ensure this is accurate throughout the year and make changes as required.
- To input data into SIMS relating to class sets and form groups to ensure that timetables are complete and ready to print for the new academic year.
- To work with Academic Deputy and the Timetable Assistant to check all groups and sets are accurate and make changes as they arise.

Reporting & Review

- To generate analysis of academic data using GDST Inform and Power BI to assist school leaders in identifying students who may need challenge or support; as well as looking for trends
- To support the Deputy Head Pastoral in the administration of ClassCharts and to ensure the timely and accurate syncing of ClassCharts and SIMS via Wonde, working in partnership with the ICT Operations and Development Manager. To create data from ClassCharts as required by the Deputy Head Pastoral and HOYs.
- To work with the Deputy Heads to generate automated analysis of attendance and other pastoral data, including monitoring of issues and alerting to Heads of Year

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- To have a working knowledge of CPOMS and to generate reports as necessary, to support the Deputy Head Pastoral and the Admissions Officer
- To support SLT to generate suitable mark sheets, monitoring reports and attendance lists for academic, co-curricular and pastoral purposes
- To design and generate other reports and analysis as required. This could include, but not limited to; calendar reports for specific types of event (e.g. musical performances); medical reports; cover loading reports; similar specialised reports for which a need is identified

Facilitate Other Aspects of School Business

- To assist the Examinations Officer with the electronic exam entry and results access procedures and otherwise as necessary
- To support as necessary with the entry, proofing and publishing of all school reports and grades on SIMS
- To assist the Assistant Head of Teaching & Learning and Staff Development with the organisation of Parent Teacher meeting schedules and appointments using School Cloud
- In liaison with the Director of Finance and Operations, to assist the Finance Officer with student data on the MIS to ensure the smooth running of related electronic system
- To assist SLT in collating and submitting annual census data
- To assist with the administration of MidYIS, ALIS and PIPs on-line tests
- Working with the ICT Team, to manage and maintain the School Intranet (Sharepoint), supporting staff in content management and having responsibility for user access and alerting features
- To provide appropriate levels of management/support to any other school data systems, as required
- Other administrative duties as required

General Requirements

- Work towards and support the school vision and the current school objectives outlined in the School Development Plan
- Support and contribute to the School's responsibility for safeguarding students
- Ensure a safe working environment for staff, students, and visitors as per the Health & Safety Policy
- Work within the GDST's Diversity Policy, promoting equality of opportunity for all students and staff
- Maintain high professional standards of attendance, punctuality, appearance, and conduct, developing positive and courteous relations with students, parents, and colleagues
- Engage actively in the performance review process
- Develop strong, positive relationships with GDST colleagues, contribute to collaborative work across GDST schools and support other staff in participating in GDST work to develop and share best practice
- Undertake other reasonable duties related to the job purpose required from time to time

PERSON SPECIFICATION

Skills Required

- Excellent ICT, SIMS, Nova, Microsoft Office skills
- Excellent numeracy skills, including the ability to analyse and present statistical information with confidence
- Excellent command of spoken and written English, spelling, grammar and punctuation
- The ability to interact with people at all levels; pupils, parents, staff etc
- A self-starter with a systematic approach to tasks and excellent attention to detail

Knowledge Base

- Knowledge of Excel
- Knowledge of Sharepoint site creation and management
- Knowledge of how to create an excellent safeguarding culture
- An interest and knowledge of independent schools in the UK

Attainment

- Numeracy and literacy skills to GCSE or equivalent

Experience

- Experience of managing databases and using analysis and reporting tools to generate insights/ intelligence
- Experience of working with cloud-based technologies (Sharepoint, Office 365)
- Experience of school timetable software, design and management
- Experience of working with young people
- Experience of working in a complex, busy, service-driven environment

Attitude and Approach

- Accuracy and attention to detail
- Strategic and detailed long-term planning
- The ability to work to tight deadlines
- The ability to prioritise and multi-task
- A real team-player in a busy environment
- Calm and able to cope with interruptions
- An enjoyment of working with and being in the company of children
- A cheerful, positive, “can do” approach and a good sense of humour