



Data Manager Full Time

REPORTING TO: Director of Digital and Information Services.

TYPE OF POSITION: Permanent, full time, throughout the year

Epsom College is a co-educational day and boarding school with approximately 1156 pupils aged 11-18, located on the edge of Epsom Downs. Originally founded by The Royal Medical Benevolent Foundation, today the College strives to develop the individual talents of every girl and boy. Pupils are prepared for life beyond the College with an assured set of values and with the belief that they can make a difference in society. Highest standards of excellence in academic work and co-curricular activities are expected, but equally valued is the development of the pupils into independent responsible adults with a purpose and an understanding of the benefits of contributing to their community.

Job Purpose

We are seeking a highly capable and forward-thinking Data Manager to lead the development and delivery of data services across the school. This is a key role in our digital transformation journey, focused on improving the quality, accessibility, and impact of data to support teaching, learning, and operational decision-making. You will be responsible for maintaining core data systems, producing high-quality reports and dashboards, and supporting the implementation of new data platforms and integrations. Working closely with the Director of Digital and Information Systems, you will help shape and implement the school's data strategy and play a central role in data governance and innovation.

Main Duties

- Maintain and manage core student and staff data within the school's MIS, ensuring accuracy, consistency, and security.
- Design and deliver reports and dashboards to support academic and operational needs.
- Support assessment and reporting cycles, including data preparation, analysis, and publication.
- Lead on statutory data returns, including census submissions.
- Contribute to the implementation of new systems and data integrations.
- Work with departments across the school to centralise and streamline data reporting and access.
- Participate in working groups focused on data governance, quality, and innovation.
- Support the Director in implementing the school's digital and data strategies.
- Uphold the school's safeguarding responsibilities in all aspects of data handling.

Epsom College is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment

Skills, Experience and Qualifications

Personal Attributes

- A proactive, analytical mindset with excellent attention to detail.
- Strong communication skills and the ability to work collaboratively across departments.
- A flexible, innovative approach and willingness to explore new technologies and methods.
- Understanding of data quality, consistency, and governance best practices.
- Ability to work closely with academic and operational departments to understand and meet data needs.

Technical Skills, Experience and Requirements

- The post holder will be required to have a working knowledge of:
- Strong experience working with relational data systems and a deep understanding of data structures, relationships, and workflows.
- Proficiency in SQL and experience working with MIS platforms.
- Experience producing dashboards and reports using tools such as Power BI.
- Proven ability to design and deliver reports and dashboards to support academic and operational needs.
- Experience supporting assessment cycles and managing statutory returns (e.g. school census).
- Comfortable working within the Microsoft ecosystem, particularly Excel and SharePoint.

Desirable Technical Skills Requirements

- Experience with iSAMS (MIS).
- Experience with Microsoft Fabric and Power BI.
- Experience using Python or similar for data manipulation, automation, or analysis.
- Interest or experience in using AI tools (e.g. chatbots) to interact with structured data.
- Familiarity with how data supports teaching, learning, safeguarding, and school operations.

The selection panel reserves the right to enhance any or all of the desirable criteria to attain a manageable field

Terms and Conditions

Salary £55,000-65,000 depending on experience.

Hours 40 hours per week Monday to Friday.

Holidays The holiday entitlement is 28 days paid holiday per annum inclusive of bank holidays and increasing by 1 day per annum to a maximum of 33 days per annum inclusive of bank holidays on 5 years service plus bank holidays

Pension The College operates the Epsom College Automatic Enrolment Scheme. The Scheme is administered by the Pensions Trust. Eligibility is based on statutory criteria. If eligible, the Employee will be required to contribute a minimum of 5% of Basic Salary and the College will contribute 4% in compliance with current legislation

Employee Benefits include:

Life Assurance: Members who are automatically enrolled or who choose to opt into the College Pension Scheme will be provided with free life assurance cover at two x contractual annual basic salary.

School Fee Discount: generous school fee discount subject to qualifying conditions.

Dining Facilities and Refreshments: Whilst at work a free meal and refreshments are available when the dining room is open

Health Fitness and Wellbeing: Free use of Fitness suite and swimming pool are available to staff at certain times

Cycle to Work Interest free loan subject to qualifying conditions.

Free Parking: Free car parking for staff is available on campus

Computer Loan: The College offers an interest free computer loan subject to qualifying conditions

Offer

In compliance with statutory safeguarding regulations, the post will be offered subject to receipt of satisfactory written references, pre-placement medical assessment, proof of appropriate qualifications, a check of online search engines and websites of publicly available information that does not identify the candidate as potentially unsuitable to work within a school setting, a satisfactory Enhanced Disclosure from the Disclosure and Barring Service and overseas police check if appropriate, as well as confirmation that the successful candidate is able to work in the UK. Prior to interview, an online search of internet search engines, websites and other publicly available and accessible platforms to ascertain applicant's suitability to work within a school environment will be undertaken on candidates that have been shortlisted. Please note whilst the Enhanced DBS check will be paid by the College if an overseas police check is required it will be at the cost of the successful applicant

Application

Applicants are required to complete the Application for Employment Form available from our website www.epsomcollege.org.uk. To comply with safeguarding statutory procedures when working in a school, CVs will not be accepted. Applicants should refer to the Recruitment, Selection and Disclosure and the safeguarding policies on the College website.

Applications will be assessed in order of receipt and interviews and subsequent appointment may occur at any stage after applications are received. Please apply as soon as possible.

Applicants are encouraged to contact the Director of Digital and Information Systems, sam.coles@epsomcollege.org.uk for an informal chat/ further details.

Closing date for receipt of applications: **Friday 19th September 2025**

This post is exempt from the Rehabilitation of Offenders Act and as part of the selection process an enhanced check by the Disclosure and Barring Service will be required. Epsom College is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment

04/09/25