St Edmund Arrowsmith
Catholic High School

Prepare the way of the Lord through **Actions**



APPLICATION PACK

MIS AND DATA MANAGER



Welcome from the Headteacher

Our Catholic school

St Edmund Arrowsmith Catholic High School continues to provide an outstanding Catholic education for the children of Ashton and the surrounding area. Our Catholic faith is central to everything we do, and our pupils are asked to be living witnesses to that faith and develop the values that come with it. We reveal who we are in the hundreds of mundane everyday interactions in our school community; opening doors for each other, being polite and courteous along the corridors, taking care of each other and offering help when needed. Our mission statement *'Prepare the Way of the Lord through **ACTIONS**'* clearly sets out our aspirations for excellence in all that we do.

Why work for us?

Come and work in an environment that our community calls "a special place". We are a supportive network of professionals who have a commitment to working together to improve the life chances of all who attend our school. Relationships between staff and pupils are incredibly strong, respectful and built on trust. Staff wellbeing is valued, and colleagues genuinely enjoy being part of our community.

St Edmund Arrowsmith is a school where:

- diversity is celebrated and inclusion shapes everything we do
- high-quality professional development opportunities support professional growth
- staff wellbeing and work–life balance is valued and prioritised
- access to a range of employee benefits are designed to promote health and wellbeing

Thank you for your interest in our school, and I look forward to meeting you in person.

M J Dumican
Headteacher

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"Pupils are proud ambassadors for their school. They bring the school to life with a strong sense of faith, ambition and a deep sense of community. From the first moment of the day, pupils engage freely in morning prayer, recreational sport, music and warm conversation with staff and peers. Pupils routinely uphold the school's expectations and respond with maturity and self-belief to the routines and values leaders have built over time. Pupils are safe, well known by staff and deeply valued."

Ofsted March 2026

Job Overview

Role:	**MIS and Data Manager**
Salary:	£33,673 to £37,562 per annum
Grade:	Grade 7; Point 20-25
Start Date:	January 2027 (subject to notice period)
Contract Type:	Full-time position 37 hours per week (working full year)
Working Hours:	Monday – Thursday 8.00am to 4.00pm, Friday 8.00am to 3.30pm (lunch 30 mins)
Contract Term:	Permanent
Closing Date:	**Monday 7 December 2026 @ 9.00am** *Early applications are encouraged.*
Interview Date: w/c	7 December 2026

If you feel that you have the necessary skills and qualities to undertake this role, we will be delighted to receive your application form, **we do not accept CV's.**

It is important to tell us about your skills and experience relevant to the role. Please ensure that you answer all the questions on the application form and explain any gaps in your employment or educational history as the information you provide will be used in our shortlisting process.

Due to the high volume of applications that we receive, if you do not hear from us within 2 weeks of the closing date, then on this particular occasion you will not have been successful. We are not able to provide feedback on applications that have not been shortlisted for interview.

Should you wish to visit the school, please email us at recruitment@arrowsmith.wigan.sch.uk and we will arrange a suitable time.

The school website is a fantastic source of information about our school, and we recommend that you visit this at **https://www.arrowsmith.wigan.sch.uk/**

All candidates will be given a tour of the school

For support staff candidates: the interview process will consist of written and/or verbal tasks and a formal interview with senior staff.

For teaching candidates: the interview process will consist of teaching an observed lesson, interacting with students, and certain additional tasks as deemed appropriate for the position.

The recruitment process at St Edmund Arrowsmith Catholic High School will involve a member of the Senior Leadership Team who is appropriately trained in the safer recruitment protocols.

Job Description – MIS and Data Manager

Responsible to: Data and Exams Senior Leader

Purpose of the post:

To manage, maintain and develop the whole-school management information system (MIS) and connected data systems, to ensure that the information they hold is accurate and that users receive effective functional data support. Work with the Network Manager and relevant suppliers in relation to technical issues affecting these systems.

Principle Duties:

Data Management:

- Lead and develop the schools' use of its MIS data to provide intelligence that enables focused school improvement based on collated and analysed data undertaken in an effective and efficient way.
- Oversee the collection, maintenance, integrity and security of pupil, staff and school data, within the school MIS.
- Identify training needs and provide role-appropriate training for all users of the MIS and connected data systems. Provide induction and refresher guidance to support accurate data entry, consistent processes and effective use of reports.
- Apply the school's approved retention and disposal procedures to MIS records and working data extracts, including exported reports.
- Assist the DPO in upholding the GDPR and data protection standards across the organisation.
- Coordinate the preparation, validation and timely submission of the school census and other statutory returns. Resolve data errors with the relevant staff and obtain approval from the designated senior leader before submission.
- Document critical processes and provide agreed handover and training so that essential data activities can continue during absence or vacancy.
- Assist staff with ad hoc requests for data and reports as and when required.

Management Information System:

- Administer the schools MIS, identifying and implementing ways in which it can be used more effectively to aid school intelligence and performance.
- Ensure the school data package is efficient and up to date and create, modify or delete users as required.
- Prepare and update electronic mark sheets for collecting assessment data in line with the school assessment cycle as and when required.
- To manage the statutory and school-based collection of data to deadlines and print and prepare electronic and paper-based reports, for staff, pupils, parents and outside agencies.
- Maintain accurate records in the MIS of significant pupil information such as FSM, Pupil Premium, SEND, LAC, Post LAC and Young Carers. Update membership when changes are confirmed.
- Support the Year 6 to Year 7 transition process by coordinating the collection, checking and transfer of pupil information with feeder primary schools.

- Be responsible for procedures relating to the import and export of CTF and other electronic files received by school.
- Actively contribute to the periodic evaluation of the current MIS (identifying its strengths and weaknesses).
- Support the strategic selection and identification of a new MIS system, if the evaluation of the current MIS indicates this is needed.

Assessment Data:

- Work with the Senior Leadership Team to develop and manage the school assessment data, target setting and associated data packages as well as reading and assessment tools.
- Import relevant achievement data on pupils (such as KS2 scaled scores).
- Support agreed target-setting processes and maintain assessment and tracking information in the MIS and connected analysis systems.
- Ensure assessment point data is taken from the MIS and is imported into our analytic data systems to create and provide summary and individual pupil/cohort reports on progress across all aspects of the curriculum as required by Senior and Middle Leaders.
- Work with the Senior Leadership Team to develop staff use and understanding of connected analysis systems to inform intervention both at subject, year and class teacher level.
- Support with the monitoring and tracking of key groups of pupils, e.g. SEND/Pupil Premium.
- Working with staff at all levels, and governors of the school, to monitor and report on school performance using accurate and relevant data held within our school systems.
- Where required, support the Exams Officer in ensuring that all procedures and routines relating to examinations are in place to ensure that the school provides the best possible examination experiences.
- To prepare and publish a timetable of events associated with the collection of all assessment data.

Timetable:

- Work with the Senior Leader responsible for timetabling to maintain and update staff, pupil and room timetables on a day-to-day basis.
- Create a new academic year, transfer the timetable and complete curriculum assignments to produce staff and pupil timetables.
- Support school leaders in planning and scheduling agreed interventions by providing pupil data, maintaining intervention records and producing monitoring information.
- Support the Senior Leader responsible for the Key Stage 4 options process by preparing and validating options data, maintaining records of pupil choices and recording agreed course allocations in the MIS.

Examinations:

- Support the Exams Officer with agreed examination-data processes, including importing and checking results and producing results analysis for senior and subject leaders.
- Coordinate checks of externally published school-performance data and raise discrepancies through the agreed approval process.
- Produce headline and department level analysis for Key Stage 4 GCSE Examination results on results day.

AI Assisted Working:

- Use approved AI tools where they assist with data analysis, reconciliation, documentation, test design, training material or the investigation of complex processes.
- Check AI-generated material against the relevant systems, agreed academic rules and authoritative source information before it is used.
- Remain accountable for all decisions and outputs and use of only approved services and data-handling methods when working with pupil data or other sensitive information.

School Wide Responsibility:

- Promote and safeguard the welfare of children and young people, follow the school's safeguarding procedures and report concerns through the appropriate channels and comply with relevant school policies.
- To contribute to the overall ethos/work/aims of the school.
- To attend meetings and training exercises as directed by your Line Manager.
- To undertake personal development and improve own practice through training and other learning activities including performance management.
- To work as part of a team and support the role of others within the team.
- Any other tasks as directed by your Line Manager or Headteacher which are appropriate to the post.

Person Specification

Qualification	Essential	Desirable
Educated to at least A level or equivalent	✓	
GCSE English and Maths (9 - 4) or equivalent	✓	
Degree level in a relevant subject		✓
Evidence of continuing professional development in IT, data management, or MIS systems		✓
Knowledge and Skills		
Advanced IT skills, particularly Microsoft Excel	✓	
Advance skills in Bi and School Management Systems		✓
Strong analytical skills and accuracy in interpreting data	✓	
Understanding of GDPR, data protection, and information governance	✓	
Ability to adapt quickly to new systems and updates	✓	
Working quickly and accurately to deadlines	✓	
Effective communication with stakeholders (written and oral)	✓	
Ability to be proactive, use own initiative, be creative and think beyond the obvious solutions	✓	
Experience		
Experience generating reports and analysing data	✓	
Experience managing Management Information Systems		✓
Experience providing training and support to staff on MIS systems		✓
Experience with assessment and tracking systems		✓
Experience in statutory returns and reporting requirements		✓
Previous experience in a secondary school environment		✓
Personal skills and qualities		
Commitment to safeguarding and promoting the welfare of children and young people	✓	
Highly organised, methodical and detail orientated	✓	
Problem solver	✓	
Ability to work under pressure and prioritise workload whilst maintaining high standards	✓	
Ability to be reflective and self-evaluate	✓	
Have a good sense of humour	✓	

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