



# Richard Challoner School

Headmaster: Mr S. Maher BA (Hons.) PGCE

020 8330 5947

[www.richardchalloner.com](http://www.richardchalloner.com)

## Systems and Data Manager

**Full-time (36 hours per week), flexible/hybrid working options may be available**

**Start date:** Late August 2026 or September 2026

**Actual Salary:** £32k -£35k depending on experience, based on hours and working weeks

As the Systems and Data Manager for Richard Challoner School, you will have the unique opportunity to act as the operational lead for our school's Management Information System (MIS) and broader data ecosystems. This is a vital frontline role where your technical leadership directly shapes students' success, secures operational excellence, and empowers staff through efficient systems design.

We are seeking a dedicated, proactive technical professional to join our team. In this role, you will balance your technical expertise with strategic compliance, ensuring the school firmly meets the DfE Digital and Technology Standards (2025/26) regarding Data Protection and Cyber Security, while providing high-level data analysis to drive ongoing school improvement.

Working in close collaboration with the Senior Leadership Team, the Assessment and Reporting Lead, and colleagues across the school, you will actively pioneer new solutions to further develop and improve our operational landscape. This is an excellent opportunity for an information systems professional who enjoys problem-solving and seeing the real-world impact of their work within an educational environment.

### As the Systems and Data Manager, you will:

- Lead on the implementation and maintenance of the DfE Digital and Technology Standards with a focus on digital leadership and cyber security
- Act as the primary technical point of contact for the Data Protection Officer (DPO), ensuring all third party integrations are compliant
- Assist with the implementation of the school's filtering and monitoring systems to support the Designated Safeguarding Lead (DSL)
- Manage the school's MIS system (BromCom)
- Assist with the preparation and submission of all statutory returns
- Assist the examinations officer with entries, reporting and results
- Manage technical systems for new school joiners, ensuring smooth data migration
- Assist the SLT curriculum lead with producing and maintaining the whole-school timetable

***"Doing ordinary things extraordinarily well" – The Venerable Richard Challoner***

- Assist with data analysis and the production of student reports, ensuring deadlines are met
- Provide training guides for BromCom users and deliver training to staff as necessary
- Assist with technical maintenance and updates of the school website and social media
- Assist the reporting and assessment lead with the creation of reports for stakeholders

### **About you:**

We are looking for an enthusiastic, analytical, and highly organised professional who is motivated by building seamless digital environments that reduce staff workload and elevate student outcomes.

You will have:

- Good literacy and numeracy skills (including GCSE English and Maths at grade C or above, or equivalent)
- Relevant hands-on experience managing google workspace, school MIS systems (preferably BromCom) and analysing data sets for strategic reporting
- Strong technical and problem-solving skills, with an ability to manipulate data and translate it into clear, actionable insights for non-technical stakeholders
- A solid understanding of Data Protection Legislation, DfE Cyber Security Standards and safeguarding responsibilities within an Educational setting
- Excellent communication, interpersonal and organisational skills
- The ability to manage a busy workload and respond flexibly to planned and ad-hoc requests
- A willingness to to continuously learn, adapt, and advise leadership on emerging policy or system updates

Experience in the following areas is essential:

- Microsoft Office
- Google G Suite
- School management information systems
- Student/Parent portals

### **Why join Richard Challoner School?**

By joining Richard Challoner School, you'll be part of a values-driven organisation where technology plays a vital role in improving life chances for children and young people.

We offer:

- The opportunity to play a key role in developing pupil's educational outcomes and supporting their development for future pathways.
- Varied, hands-on IT work across hardware, software and user support.
- Opportunities for professional development and skills progression.
- Be part of a dynamic, inclusive and supportive team
- Competitive salary and generous holiday entitlement

Richard Challoner is a very successful secondary school; students' behaviour is impeccable, they treat each other and staff with real respect, have a genuine enjoyment of school and enjoy their learning. The staff refer to themselves as the Challoner Family, and all staff are welcomed, developed and supported in whatever role they have within the school environment.

### **What we can offer you:**

- Access to a generous pension through the Local Government Pension Scheme (LGPS).
- Generous annual leave.
- A comprehensive induction and ongoing commitment to wellbeing and career progression.
- Health benefits, including strong health and wellbeing policy, an on-site gym (free to staff), and flu jabs.
- Additional benefits like cycle to work scheme, on-site parking plus many more.

**Please click this link to apply: [here](#)**

Any queries can be directed to our HR office – [bursar@challoner.kingston.sch.uk](mailto:bursar@challoner.kingston.sch.uk)

### **Recruitment timeline:**

- Closing Date: Sunday 14th June 2026 @11.59pm
- Shortlisting: w/c Monday 15th June 2026
- Interviews: TBC

We welcome visits from potential candidates. If you would like to arrange a school visit prior to the closing date, please contact the school directly to arrange a suitable appointment.

As part of our commitment to Keeping Children Safe in Education (KCSIE), we do not accept CVs – a full education and employment history must be provided through our application form.

We are unable to offer sponsorship with this role.

We reserve the right to close this vacancy early, should we receive a high level of interest in the role. Therefore, candidates are advised to apply at their earliest convenience to avoid missing out.

*As a Disability Confident Committed Employer, we are dedicated to equity and inclusion and commit to interviewing applicants with a disability who meet the essential criteria. We aim to provide an inclusive and accessible recruitment process, and support employees throughout their employment. If you have a disability, are neurodivergent, or require any adjustments to support you through the application or interview process please let us know how we can assist.*

### **Safeguarding Statement**

Richard Challoner School is committed to safeguarding and promoting the welfare of children and young people. All roles across the school have a varying level of responsibility for ensuring safeguarding practice, with some roles holding significant responsibility and involving working with children on a daily basis in regulated activity. Regardless of the level of responsibility and involvement in each role, we expect all staff, visiting professionals and volunteers to share this commitment.

All successful candidates will undergo a comprehensive pre-employment checking process, including an enhanced DBS check (including a further check against the appropriate barred list), references from current and previous employers, health, right to work in the UK, child disqualification (where applicable), prohibition from teaching/management and online checks. You must also tell us about any unspent conviction, cautions, reprimands or warnings under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975.