



Richard Challoner School

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

020 8330 5947

www.richardchalloner.com

Systems and Data Manager Job Description

Reporting to:

- Deputy Headteacher
- Senior Leadership Team

Experience: Relevant experience with Google Workspace, School MIS Systems and General use of data for reporting and maintaining systems.

Location: New Malden, Outer London

Main Purpose of the Job

To act as the operational lead for the school's Management Information System (MIS) and broader data ecosystems. The post holder will ensure the school meets the DfE Digital and Technology Standards (2025/26) regarding Data Protection and Cyber Security, while providing high-level data analysis to drive school improvement and student outcomes. This role requires a balance of technical expertise, legal literacy (GDPR/KCSIE), and a commitment to staff wellbeing through efficient systems design.

As a school, we make very good use of digital systems and we are looking for someone who will foster this passion and look to further develop and improve what we are currently doing.

Key Responsibilities

1. Strategic Leadership & Digital Compliance

- **Data Protection & GDPR:** Act as the primary technical point of contact for the Data Protection Officer (DPO). Ensure all 3rd party integrations (via Wonde/Groupcall) are compliant and that Data Protection Impact Assessments (DPIAs) are conducted for new technologies, including Generative AI tools, as per KCSIE 2025.
- **Cyber Security & Access:** Manage user accounts following the 'least privilege' principle. Implement and oversee Multi-Factor Authentication (MFA) for all sensitive data systems as per the DfE Cyber Security Standard.
- **Filtering & Monitoring:** Assist with implementing the school's filtering and monitoring systems to support the Designated Safeguarding Lead (DSL) in meeting statutory safeguarding requirements. Assist with the routine analysis of filtering / monitoring data and report to Safeguarding Lead where any concerns are identified.
- **Digital Standards:** Assist with the implementation and maintenance of the DfE Digital and Technology Standards, specifically focusing on 'Digital Leadership; and 'Cyber Security' pillars.

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

2. Management Information System (MIS) & Data Integrity

- **MIS Management:** Operational management of Bromcom, including the Student/Parent Portals and the annual setup for a new Academic Year. This will also include setup of Behaviour, Detentions and other routine tasks within Bromcom to assist with effective use of the system.
- **Statutory Returns:** Assist the Business Manager or other nominated member of staff with the preparation and submission of all statutory returns, including the School Census, Workforce Census, and Pupil Premium validations to ensure accurate school funding.
- **Data Integrity:** Develop procedures for the entry and maintenance of student information, ensuring data is accurate, complete, and compliant with retention policies.
- **Admissions & Transitions:** Manage technical systems for New Year 7 and Sixth Form applications (e.g., Applicaa), ensuring smooth data migration for CATs, KS2, and Pupil Premium markers.
- **Examination Data:** Assist the Examinations Officer with entries, reporting and results or other administrative tasks, as required. Review potential within Bromcom for further development of the exams procedures and advise the Examinations Officer accordingly.

3. Curriculum, Timetabling & Analysis

- **Timetable Support:** Assist the SLT Curriculum lead in producing and maintaining the whole-school timetable. Administer in-year changes and maintain student groupings.
- **Special Educational Needs (SEND):** Work closely with the SENCO to create and maintain alternative/individualised timetables for students with specific requirements.
- **Data Analysis:** Manipulate and monitor data to create Key Stage 3, 4, and 5 target grades. Prepare student data for import into analysis tools (e.g., 4Matrix) and produce summaries of results for SLT.
- **Reporting Cycle:** Assist Assessment and Reporting Lead with the production of interim and summative student reports, including the creation of grade sets, mark sheets and uploading final reports to MCAS / Student Portal. Assist with the importing of data from Holy Cross as necessary.
- **Monitoring:** Assist the Assessment and Reporting Lead to ensure data deadlines are met, providing oversight of missing data and communicating with Subject Leaders, where appropriate.

4. Operational Support & Communication

- **Staff Training:** Prepare Bromcom user guides and deliver training to staff to ensure consistent data usage across the school.
- **Reporting to Stakeholders:** Assist Reporting and Assessment Lead with the creation of reports for SLT, Curriculum Leaders, the Trust, and external visitors (e.g., Ofsted). Assist other members of SLT with key data, such as Attendance, Behaviour, Exclusions etc. as required.
- **External Liaison:** Coordinate with the Lettings Manager to ensure room bookings and school events are synchronised, avoiding clashes with external hirers.
- **Web & Social Media:** Assist with technical maintenance and updates on the school website and social media accounts to ensure effective community communication.

5. General Duties & Safeguarding

- **Compliance:** Work within the school's Discipline Code and Health and Safety policies.
- **Information Requests:** Support the DPO with technical data extraction for Freedom of Information (FOI) and Subject Access Requests (SAR).
- **CCTV:** Assist with the monitoring and download of CCTV footage in accordance with GDPR and safeguarding protocols.
- **Professional Development:** Participate in the school's Performance Management Review programme and undertake relevant training as required by the DfE standards.

As systems develop and change over time, reasonable adjustments may be required to roles and responsibilities. These will always be discussed and agreed with the line manager.

Child Protection

All staff have a responsibility and duty of care to safeguard and promote the welfare of pupils. Staff must be aware of the systems within the school, which support safeguarding and must act in accordance with the School's Safeguarding & Child Protection policy and Code of Conduct. Staff will receive appropriate child protection training, which is regularly updated.

The post holder will:

- Be aware of and work in accordance with the School's Child Protection policies and procedures, raising any concerns relating to such procedures which may be noted during the course of duty
- Respect confidentiality of staff, pupils, families and visitors and not breach this trust. Any breaches of confidentiality must be reported to the Headmaster immediately.
- In accordance with Health and Safety regulations to take reasonable care for the health and safety of themselves and of the persons who may be affected by their activities.
- To comply with all other school policies including all Health and Safety matters, Data Protection, IT, Recruitment, Equal Opportunities - This list is not definitive.

The post holder may be required to perform duties other than those given in the job description for the post. The particular duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed.

This job description may be reviewed in light of the developing needs of the school.

Signed: _____

Date: _____

Signed: _____

Date: _____

Sean Maher – Headmaster