



CHURCHER'S  
COLLEGE



## School Data Manager

### The School

Churcher's College is an Independent coeducational day school offering Nursery, Junior, Senior and Sixth Form education. With 1060 pupils in the Senior School and 250 pupils in the Junior School of approximately equal numbers of boys and girls, Churcher's College enjoys recognition as one of the most accomplished independent, coeducational day schools in the country.

The school is hosted on two campus sites in Hampshire enabling the Junior School and Nursery pupils to flourish in their own beautiful grounds in Liphook, whilst maintaining close links to the Senior School and Sixth Form located in nearby Petersfield. Both sites offer on-site playing fields and unrivalled facilities, providing the comfort and opportunities of an open, healthy environment.

Churcher's College offers the widest range of experiences and the opportunity to be the best. The school has received independent acknowledgement for its academic success, creative arts, performing arts, adventurous activities and sporting achievements. Churcher's is an inclusive school where parents, children, staff and friends all contribute to the rich and broad education provided. We aim to nurture children into educated, informed, socially responsible and respectful citizens ready to succeed in life.

### The Role

The Data Manager plays a crucial role in maintaining and enhancing the integrity, accessibility and efficiency of data across all school systems. You will be responsible for the day-to-day management of data operations, managing and administering all of the School's

data management systems including the Management Information System (iSAMS), Pupil Portal (Firefly), Pupil Safeguarding System (CPOMS), Trips & Activities System (Evolve), Room Booking System and the website's Parents' Area. You will collaborate closely with Senior Management Team members, teachers, support staff and parents, meaning that excellent team-working and communication skills are pre-requisites.

The role includes business analysis, maintenance of content, setting up forms/reports, monitoring consistency and quality of data, providing support, guidance and training to staff, responding to parent queries, coordinating upgrades and managing the relationship with third party suppliers. An understanding and high regard for data protection and security will be required.

You will report to the Director of Digital Systems as part of the IT Department and will benefit from expert technical back-up from your IT colleagues, but you will sit alongside the School's key support functions in recognition of the collaborative nature of the role. Whilst you are based at the Senior School in Petersfield you will also support our Junior School and Nursery based nearby in Liphook and will be expected to visit the Liphook site regularly to provide in-person support.

Key responsibilities include:

- Manage and administer the school's data management systems to ensure consistency across the School's systems.
- Proactively evaluate and recommend the selection of new or upgraded systems in line with school requirements.
- Support the Deputy Head Academic with creating pupil timetables, creating and distributing pupil half termly grading cards

and annual full reports, creating markbooks and internal exam sheets and the set-up of parents' evenings.

- Support the Deputy Head Operations & Outreach and teaching staff with the administration and support of Evolve, including school trip communications, consent forms, medical details and catering requirements, entry of extracurricular activities each term and monitoring the completion of registers for extracurricular activities.
- Support the Bursary Management Team with defining and delivering a project to digitise historic records and support the management of data in accordance with the Records Management Policy.
- Produce fortnightly and monthly attendance reports for the Senior Management Team.
- In conjunction with the designated teacher, set up and manage 'Sprint Finish' revision courses that are held during the Easter holidays for 5th and U6th years.
- Manage the annual academic rollover of systems to ensure a seamless transition.
- Maintain the School's data and content within the systems including form groups, tutors, term dates, registration periods, House allocations, personal tutors, extracurricular activities and website Parents' Area content, ensuring content owners provide the required updates in a timely manner.
- Manage and collate the Annual Census information and submissions, plus other Department of Education submissions.
- Support all parents but in particular new parent onboarding and queries regarding school systems and data.
- Design and set up custom reports with support from suppliers as required, to meet the School's reporting needs.



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- Proactively assess information system training needs for all staff, disseminate information, deliver training and support colleagues as required.
- Provide timely support for all staff using the data systems, working closely with the rest of the IT team to diagnose issues and ensure that support requests are resolved directly or routed to the correct supplier. This will involve building relationships directly with account managers of our key third party data systems.
- Document processes and develop "how to" guides for staff and parents.
- Perform occasional ad-hoc duties to support the School at the request of the Headmaster or Bursar.

## Qualities and Experience

- You will have excellent communication skills with the ability to interpret and explain data and technical issues to non-technical staff.
- You will have experience of administering Management Information Systems. Previous experience of working in a school and with iSAMS is desired but not essential as training on our systems will be provided.
- You will be skilled in managing and manipulating complex sets of data using Microsoft Excel, and using mail merge with Microsoft Word.
- You will have strong organisational skills, an adaptable and approachable working style, excellent attention to detail, the ability to work efficiently and independently, correctly prioritising workload in a busy environment.
- You will demonstrate flexibility to provide occasional out-of-hours and weekend support where necessary.

## Application Details

As a consequence of the Children Act 2006 and KCSIE 2024, all staff appointed to positions at Churcher's College must undergo a check with the Disclosure & Barring Service. A copy of the School's Recruitment, Selection and Disclosure Policy and Procedure is available on the website. Two written references will be required and any gaps in employment records will be

investigated. It is also necessary for all staff to notify the Headmaster before the appointment of any convictions, or other factors which may be relevant to their employment in a school environment.

The post is exempt from the Rehabilitation of Offenders Act 1974 and the School is therefore permitted to ask job applicants to declare all convictions and cautions (including those which are "spent" unless they are "protected" under the DBS filtering rules) in order to assess their suitability to work with children. Churcher's College is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

The following duties will be deemed to be included in the duties which you may be required to perform:

- child protection, discipline, health and safety
- promoting and safeguarding the welfare of children and young persons for whom you are responsible and with whom you come into contact.

Churcher's College aims to be a fair employer and is committed to equal opportunities. Churcher's College does not discriminate against employees on the basis of gender, ethnic origin, religion or religious belief, disability or age. We embrace inclusion and fairness in the workplace: diversity is to be celebrated and as such we strive towards a fully immersive culture of inclusion, diversity and equality.

Application forms with covering letter and CV (optional) should be sent to Nicci Kilpatrick, at Churcher's College, Petersfield, Hampshire GU31 4AS or by email to [recruitment@churcherscollege.com](mailto:recruitment@churcherscollege.com) by midday on 1 April 2025

## Early Applications Welcome

## Terms and conditions

This role is full time (37.5hrs per week) year round,

but we may consider term-time plus 100 hours holiday working depending on the candidate.

Salary will be based on experience and capability (c£33K - £40K FTE).

The children of staff are eligible for a fee remission subject to satisfying the usual entry requirements.

The successful candidate is entitled to join the Local Government Pension Scheme.

The successful candidate will begin working at Churcher's as soon as possible.