

# Information System Manager

## Candidate Information Pack

**Closing Date: 12.00pm, Friday 6<sup>th</sup> February 2026**



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# Welcome from the CEO

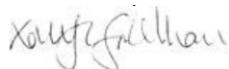
Dear Applicant,

I am immensely proud to be Chief Executive of Spark Education Trust. We are a recently merged Trust comprising 4 secondary and 11 primary schools located across the Tees Valley and we provide opportunities for children and young people to reach their full potential, whatever their starting point. We know that this is best achieved in encouraging environments where mutual and self-respect is promoted. We want to grow confident young people able to work independently and think creatively in a fast-changing world.

We have high expectations for everyone, aspiring to excellence in teaching and achieving impressive standards in all areas of school life. Success beyond the classroom in sport and the arts are features of life across our Trust.

For our staff we provide positive working environments, a commitment to the highest quality professional development, opportunities to collaborate to create excellence and encouragement to forge career success.

Trustees, governors and leaders collaborate closely to ensure excellence in all aspects of Spark Education Trust. Our core values are mutual respect, hearty collaboration and courageous ambition and these drive our work ensuring that Spark schools are wonderful places to work.



Louise Spellman



# Welcome from the Head of School

Dear Applicant,

Thank you for showing interest in the position of Information Systems Manager at Egglecliff School and Sixth form College.

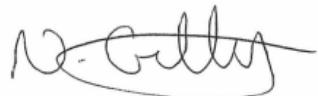
I am immensely proud to be Head of School at Egglecliff, an inclusive school that passionately believes in championing all students from Year 7 to Year 13 to 'Be the best you can be'. Our high expectations, strong pastoral care, excellent teaching and learning, exemplary wider opportunities and innovative curriculum provides a truly outstanding education for our students. Our results in the summer 2025 exemplify this;  $\frac{1}{4}$  of all A Level results were A/ A\* and we achieved a very high percentage of students achieving a standard pass in English and Maths (over 80%). We place great emphasis on relationships; positive, respectful relationships between staff, students, parents/carers and governors underpins our success. We are proud to have been recognised, once again, as the number 1 school and sixth form in Teesside by the Sunday Times Parent Power League in 2026.

Our focus is on achieving excellence in all that we do to support outstanding academic and personal outcomes for all our students. This is evident in the way our community of students, parents/carers, staff and governors all work together to provide an engaging learning environment so that each student thrives, achieves their full potential and embraces the wonderful opportunities on offer.

If you feel this school, after reading the applicant pack, matches your own beliefs and values then we would be delighted to hear from you.

We look forward to hearing from you.

Yours Faithfully

A handwritten signature in black ink, appearing to read 'N. Gittins', enclosed within a simple oval border.

Neil Gittins  
Head of School

# Information Systems Manager

**Job Title:** Information Systems Manager

**Location:** Egglecliffe School & Sixth Form

**Start Date:** As Soon As Possible

**Actual Salary:** £33,864 to £36,950 (Grade K, SCP 27 to 30) (Pending Job Evaluation)

**Hours of Work:** 37 hours per week, term time plus 10 days Monday to Friday

**Contract Type:** Permanent

**Closing Date:** 12.00pm, Friday 6<sup>th</sup> February 2026

**Interviews:** w/c 9<sup>th</sup> February 2026

## About the Role

We wish to appoint a suitably qualified Information System Manager, you would be joining a progressive team of staff dedicated to providing the best education possible. This would be an exciting time to help us further develop the most effective ways to ensure appropriate tracking of students' progress, and efficient management of continually changing examination systems.

An opportunity for an analytical problem solver to be responsible for the key aspects of school data tracking systems and managing timetable processes.

You will be responsible for:

- Supporting outstanding teaching and learning through robust data management
- Maximising and supporting the use of our school management information system (Arbor)
- Administering the school MIS and other data systems

## About Us

We are a newly merged Trust, Spark Education Trust which currently consists of 11 Primary Schools and 4 Secondary Schools. The Spark Education Trust can offer you a professional challenge and a rewarding opportunity, working with collaborative schools that are passionate about the progress and development of every student.

## What we have:

- A positive and caring ethos and working atmosphere
- Friendly children, eager to learn and achieve
- An aspirational curriculum for all students
- A committed, enthusiastic and supportive staff team
- Excellent support from the Governing Body, the staff and parents/carers
- Opportunities for career development

For further details on us as an organisation, please click [here](#).

For further information on the school, please click [here](#) or contact Mrs T Probert at [vacancies@egglecliffe.org.uk](mailto:vacancies@egglecliffe.org.uk).

## How to Apply

Please make sure that the application form is completed and returned via email to [vacancies@egglecliffe.org.uk](mailto:vacancies@egglecliffe.org.uk), addressed to Mr N Gittins, Head of School.

Please note that feedback will only be given to shortlisted candidates, if you do not receive an invite to interview within 30 days of the advert's closing date assume that you have been unsuccessful in your application for this post.

**Safeguarding Notice**

The Spark Education Trust is committed to safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. This post is subject to an enhanced DBS check. The post you are applying for is exempt from the rehabilitation of offender's act 1974. We will also carry out an online search on shortlisted candidates to help identify any incidents or issues that are publicly available online.

# Job Description

**POST TITLE:** Information System Manager

**GRADE:** Grade K SCP 27 to 30 (Pending Job Evaluation)

**HOURS:** 37 hours a week, Term time + 10 Days

**REPORTS TO:** Head Teacher

**MAIN PURPOSE:** To support outstanding learning and progress through the provision of performance data, robust management information systems and to support the implementation of an effective school timetable.

## MAIN DUTIES/RESPONSIBILITIES

- To efficiently manage the school MIS and associated data systems (including data entry and archiving and storage)
- To maximise the use of the school MIS and data systems to provide up to date data analysis in the most appropriate format to help facilitate management decisions and discharge statutory requirements.
- To ensure systems and practices are secure, robust and fit for purpose; in line with trust requirements, and legislative requirements; including GDPR compliance.
- To provide data support to the timetabler during the production and maintenance of the school timetable, ensuring the efficient and effective deployment and distribution of resources.
- To fully support, understand, and assist in the use of the school data systems to provide school management information; across all levels of the organisation.
- Work with senior colleagues in defining and extending the school's structured data requirements; utilising all data systems and approaches available.
- Lead in the accurate collection, analysis and production of the school census data collection points.
- To fully maintain and oversee data collection processes, and effectively manage the sharing of data to relevant stakeholders, including the sharing of monitoring data with students and parents.
- Be responsible for the provision of data as required, supporting senior colleagues in analysis and production of reports in the most appropriate format as defined by the executive team.
- Be responsible for maximising the use of data analysis and quality assurance systems by all staff to facilitate continuing professional development and the improvement of outcomes.
- Support examination results and performance analysis systems; in line with school and LA requirements.
- Ensure DfE and official school data is provided, through rigorous checking, correction and updating of published records (e.g. DfE checking tables, performance tables etc.)
- Provide requested data, as required for the school to comply with LA, DfE, Trust, or other statutory requirements.
- To plan, promote and deliver appropriate training to enable staff to utilise the school MIS and ALL data systems effectively.
- To participate in self-improvement in performance through attendance at appropriate training events and collaborative opportunities.
- Ensure student and staff data is routinely verified and kept accurate and up-to-date; including the supporting of student entry during Sixth Form enrolment, and the processing of leavers.
- To collaborate with trust staff in the development, implementation and support of standard data systems and analysis across all schools
- To support trust schools with their use of their MIS and data systems, analysis and queries as required.
- To operate in line with the ethos, culture and overall aims of the school, and participate in the school's appraisal process.
- To be familiar with school health and safety, data protection and safeguarding (including the latest KCSIE guidance).

- To undertake other such duties, commensurate with the grade of the post and/or hours of work as may reasonably be required.

**These duties are neither exclusive nor exhaustive, and the post holder will be required to undertake other duties and responsibilities, which the Academy Trust may determine.**

**The Academy Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.**

# Person Specification

	<b>Criteria No.</b>	<b>Essential</b>	<b>Criteria No.</b>	<b>Desirable</b>
<b>Qualifications &amp; Education</b>	E1	Level 4/5 equivalent qualification or Level 3 qualification and relevant experience	D1	Relevant degree or recognised professional qualification
<b>Experience &amp; Knowledge</b>	E2	Competent in the use of the Microsoft Office package, particularly Excel	D2	Experience of working in the education sector
	E3	Experience managing information and data systems	D3	Experience in the use of School Management Information Systems (Arbor)
<b>Skills</b>	E4	Ability to present often complex information in a logical and systematic manner and to interpret figures with skill and understanding	D4	Knowledge of and ability to complete data returns
	E5	Ability to work successfully as part of a team and to prioritise own work load with minimum supervision	D5	Knowledge of the timetable creation process
	E6	Ability to communicate well, both orally and in writing to a wide range of audiences, including the ability to write clear, concise and accurate reports		
	E7	Good networking skills and the ability to communicate and forge links with stakeholders		
	E8	Ability to relate well to children and adults		
<b>Personal Attributes</b>	E9	Capacity to work hard under pressure to tight deadlines on a number of different projects		
	E10	Willing to participate in development and training opportunities		
	E11	High level of personal integrity and confidentiality		

	<b>Criteria No.</b>	<b>Essential</b>	<b>Criteria No.</b>	<b>Desirable</b>
	E12	An ability to fulfil all spoken aspects of the role with confidence in English		
<b>Special Requirements</b>	E13	Suitable to work with children/young people		

# How to Apply

Application forms and further details are available on the Trust's website –

[www.sparkeducationtrust.org.uk](http://www.sparkeducationtrust.org.uk)

Please make sure that the application form is completed and returned via email to [vacancies@egglestone.org.uk](mailto:vacancies@egglestone.org.uk), addressed to Mr N Gittins, Head of School.

Applications submitted on anything other than the official application form and applications from agencies will not be accepted.

## **Confidential References**

Two referees should be nominated, including one from your current/most recent employer – Those from an education setting must provide the Headteacher as one of their references or to be signed and checked by the Headteacher.

## **Job Description**

Details the main responsibilities for this post and the personal and professional qualities required.

## **Person Specification**

Sets out the criteria to be used for the shortlisting process.

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**Interviews to be held: w/c 9<sup>th</sup> February 2026**

# Employee Benefits

## Wellbeing

Free and confidential support.

Up to six sessions of structured counselling, if recommended.

## Pensions

All eligible staff automatically join either The Teachers Pension Scheme or the Local Government Pension Scheme upon the start of their employment.

As members of these schemes, employees have access to the full range of membership benefits including a Death in Service payment is included in the Teacher Pension Plan and Local Government Pension Scheme.

## Cycle to work

We also provide a cycle to work scheme, which is a recognised Inland Revenue salary sacrifice scheme through [www.greencommuteinitiative.uk](http://www.greencommuteinitiative.uk) which enables staff to access a new bike and bike equipment.

## Work Life Balance

We provide a generous Annual Leave entitlement for Support Staff of 27 days leave, rising to 32 days leave following 5 years' service, in addition to statutory bank holidays.

As we are supportive of flexible working, we have many staff working on individual working arrangements and we offer many roles working term time only contracts, to assist with individuals work life balance.