

RS ACADEMICS



FINTON HOUSE
SCHOOL

MIS & DATA MANAGER
CANDIDATE INFORMATION

WELCOME FROM THE HEADMASTER

Finton House School holds a special place in the hearts of all those who have been here, either as a pupil, a parent or as a member of staff. It is a unique school combining a warm child-centric environment with a high focus on wellbeing and values while also achieving outstanding academic results. This is in the context of a non-selective entry, increasingly rare for Prep schools in the area, and a specific objective to include children with special education needs who can thrive in a mainstream environment.

Inclusion is part of the fabric of Finton House, together with a focus on building an understanding of our roles in the Community around us and our duty to contribute. All this is down to the culture, care and commitment of our highly experienced staff who get the best out of every child from those that need early support in specific areas to the more able who should be stretched.

Working here is deeply rewarding and often a great deal of fun - after all, happiness is the key to a successful education. Everyone works hard to maintain the school's success and outstanding reputation, while in the knowledge that protection of their own wellbeing is taken very seriously.

Ben Freeman
Headmaster



ABOUT FINTON HOUSE

Finton House is a thriving independent co-educational prep school for 340 children aged 4-11. Located near Wandsworth Common in South West London, Finton House is a non-selective, inclusive school where children are prepared to thrive in an ever-changing world. The school's commitment to pastoral care is as strong as its commitment to providing an outstanding education, and its academic achievements at 11+ speak for themselves: at Finton House, every child can shine bright.

Finton House was founded in 1987 as a charitable trust on the principles that there should be no academic selection for entry into Reception and that all the children, including those with special educational needs, should enjoy a completely inclusive, nurturing environment. These principles underpin the educational experience. The school has a strong reputation for nurturing mixed ability cohorts of children to experience the joy of learning and develop their skills, knowledge and wellbeing. The impact and success of a Finton education is evident in the number of children waiting for a place to join in Reception or for an occasional vacancy in all Year groups, and the remarkable success of pupils being awarded places and scholarships into a wide range of selective independent senior schools.

The school motto "Open Hearts and Guiding Hands" sums up the warm and caring relationships that the school promotes in a nurturing learning environment, in order to provide the most complete education.



RESILIENCE
MORALITY
COMMUNICATION



FINTON HOUSE GOALS

RESILIENCE
CURIOSITY
SELF-BELIEF

RESILIENCE
COMMUNICATION
SELF-BELIEF

JOB PURPOSE

The MIS & Data Manager is responsible for the successful implementation, ongoing management, and optimisation of the school's Management Information System (MIS) and related data processes.

The MIS & Data Manager will ensure that:

- School systems genuinely support its educational mission.
- School data is accurate, consistent, and secure.
- The MIS supports efficient day-to-day operations.
- Staff are confident and consistent in their use of systems.
- Reporting for leadership, governors, and compliance is timely and reliable.
- School data governance and authentication are fit for purpose.

This is a systems ownership and data quality role responsible for data integrity, operational support, reporting functionality and quality. It is not a technical IT infrastructure role (i.e. not related to IT infrastructure development, cyber security, non-MIS system development or integrations) as this function is provided by the School's Head of IT and MIS Technical Support.



KEY RESPONSIBILITIES

MIS Implementation & Ownership

- Act as project manager (PM) and operational lead for the migration to the new MIS.
- Work with system vendors and Head of IT during implementation.
- Lead on:
 - Data cleansing and preparation
 - Data mapping and validation
 - User Acceptance Testing (UAT)
 - Configuration of workflows relevant to a prep school
 - Identification of potential new data workflows beneficial to the school
- Maintain documentation of system configuration and processes.
- Act as the school's primary MIS superuser.
- Co-ordinate information on system updates and version control.
- Collaborate with Head of IT on joiner / leaver process for the MIS.
- Support Head of IT and Bursar where relevant implementing broader digital strategy.

Day-to-Day MIS Administration

- Manage MIS user roles and permissions (in liaison with the Bursar and Head of IT for security protocols).
- Provide first-line support to staff.
- Ensure consistent use of registers, assessment, pastoral logs, clubs and billing records.
- Maintain system integrity during:
 - Admissions
 - New Pupil onboarding
 - Year-to-year transitions
 - Pupil Leavers
- Liaise with vendors regarding issues and updates.





Data Integrity & Quality

- Ensure accuracy and completeness of pupil, staff and family records.
- Establish and maintain data standards and naming conventions.
- Monitor and resolve inconsistencies across modules.
- Run periodic data audits.
- Support GDPR compliance and data retention processes within the MIS system.
- Support MIS data integrity between departments.
- Collaborate with Head of IT on disaster recovery, backup and contingency procedures for the MIS.

Reporting & Management Information

- Produce and support reporting for: SLT, Governors and Inspection requirements.
- Develop dashboards & summary reports to support decision-making.
- Reduce reliance on manual spreadsheet reporting.
- Support forecasting (e.g. pupil numbers, admissions pipeline).
- Assist with Subject Access Requests (SARs).
- Support academic data tracking and analytics.

Admissions & Parent-Facing Systems

- Support admissions workflows within the MIS.
- Ensure parent portals function effectively.
- Oversee online forms and data capture processes.
- Support co-curricular, clubs, and wrap-around care systems.

Finance & Cross-System Coordination

- Ensure consistency between MIS and finance/billing systems.
- Support fee billing data accuracy.
- Work closely with finance staff to reduce reconciliation issues.
- Collaborate with IT on MIS data and process integrations but own the functional accuracy.

Training & Adoption

- Oversee existing staff training programme.
- Train new staff in MIS usage.
- Develop simple user guides and process notes.
- Promote best practice and consistent system use.
- Act as a calm and approachable point of contact.

PERSON SPECIFICATION

Essential

- Experience in an independent or prep school environment
- Several years' experience administering an MIS, CRM, ERP or comparable system.
- Strong data management and data quality experience.
- Ability to interpret and present data clearly.
- Strong organisational skills and attention to detail.
- Excellent interpersonal skills.
- Understanding of confidentiality and data protection.

Desirable

- Experience of schools MIS platforms (e.g. iSAMS, Veracross, Engage).
- Experience supporting a system migration.
- Familiarity with admissions or billing workflows.
- Experience building dashboards or structured reporting.
- An understanding of relational data structures.

Personal Attributes

- Methodical and structured
- Calm under pressure
- Service-minded
- Analytical but practical
- High integrity and discretion.

SAFE GUARDING

The duties and responsibilities outlined may be subject to change based on the school's needs and priorities. We reserve the right to modify or amend the job description at any time, in consultation with the employee, to better align with our school's goals and objectives.

Finton House Educational Trust is committed to safeguarding and promoting the welfare of children and young people. Applicants must undergo child protection screening, including checks with past employers and Disclosure and Barring Service. Details of all checks are to be found in our Recruitment, Selection & Disclosures Procedure which is available on the school's website.



BENEFITS

- 30 days' holiday (full time equivalent)
- Finton House operates a generous defined benefit pension scheme for all employees. Support staff are enrolled into Scottish Widow with an employer contribution of 7.5%
- All permanent employees benefit from Life Insurance covering Death in Service to a value of 2 times salary.
- All permanent employees benefit from Income Protection insurance should the employee fall ill, providing support during long term illness.
- Employees have the option to buy into the group medical insurance provided through Aviva. This covers a wide variety of treatment including optical and dental.
- Permanent employees benefit from a staff discount on fees for all children attending Finton of 65% (pro rata).
- Lunch is provided to all employees during term time, alongside access to refreshments throughout the day.
- The School participates in both a Cycle & Technology Scheme allowing employees to benefit from favourable purchase terms and tax efficiencies.
- All employees have access to an industry leading Employee Assistance Programme offering employees and their dependents access to wellbeing resources including counselling and legal advice.
- Staff Loans are available for training courses and travel support.
- Finton operates a lively social life with regular staff events alongside traditional mentoring and support.

Finton House Educational Trust is an equal opportunities employer and is committed to safeguarding and promoting the welfare of children and young people. Applicants must be willing to undergo child protection screening appropriate to the post. The appointment is subject to satisfactory pre-employment checks in accordance with the relevant statutory guidance, including an enhanced Disclosure and Barring Service check, satisfactory references, proof of identity and qualifications, a review of their social media presence and a satisfactory medical report.





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