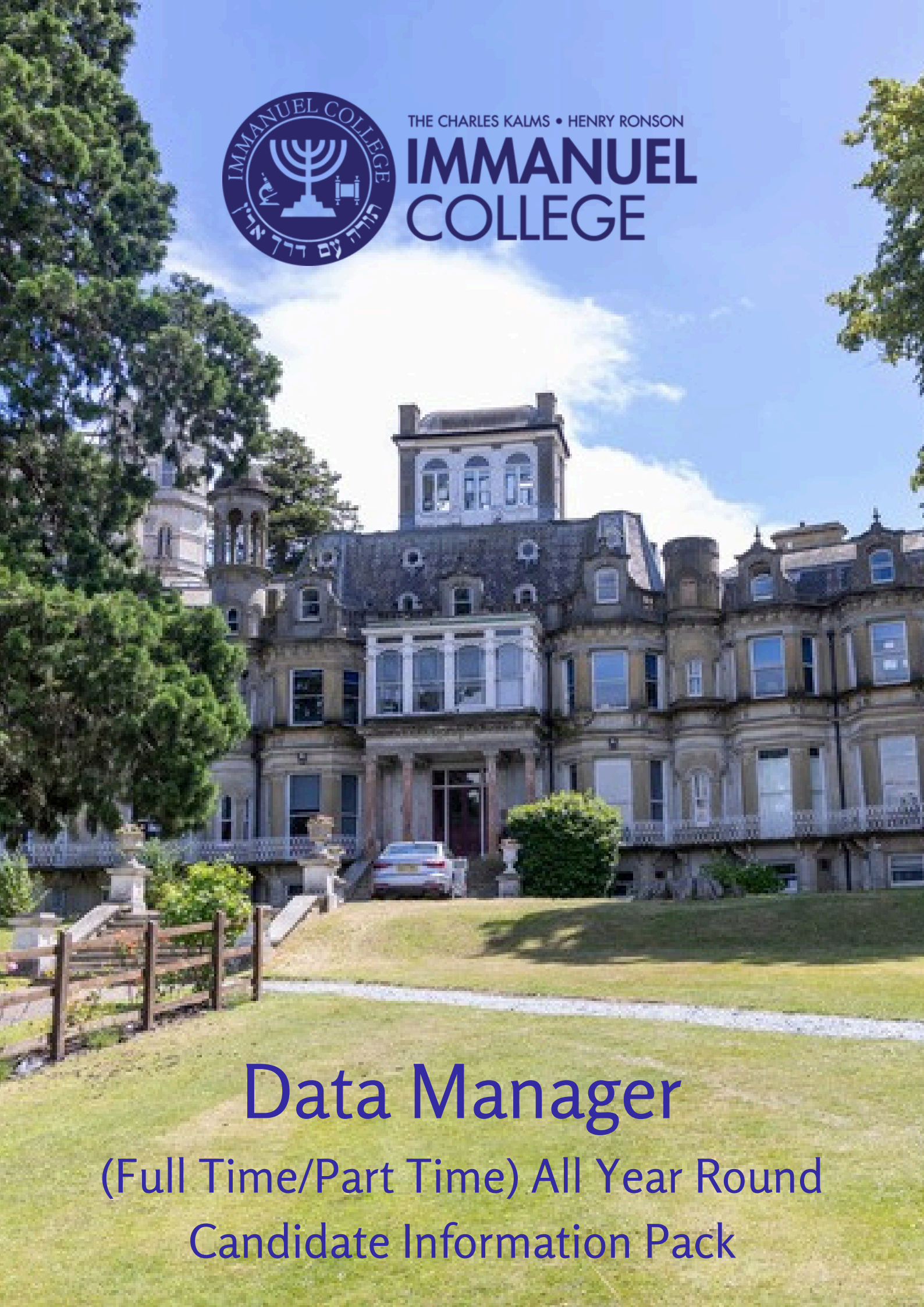




THE CHARLES KALMS • HENRY RONSON

**IMMANUEL
COLLEGE**



Data Manager

(Full Time/Part Time) All Year Round
Candidate Information Pack



Welcome

to Immanuel College, *the* Independent Jewish school, where academic achievement, outstanding pastoral care and inspiring Jewish life and learning sit at the heart of everything we do.

Located in Bushey, we are easily accessible from North London via our extensive bus network while also having 11 acres of Hertfordshire countryside for our students to enjoy and from which they benefit in many ways from school sport to social and recreational spaces.

As a modern Orthodox school, we are proud to nurture young people intellectually, personally, and spiritually, while celebrating individuality and strengthening Jewish identity as a natural part of everyday life here. We value warm, respectful relationships between colleagues, students, parents, alumni, and the genuine sense of community and shared purpose this creates.

Alongside remarkable academic outcomes, our students benefit from exceptional arts, music, drama, sport, and educational trips that broaden learning beyond the classroom. Guided by values of kindness, responsibility, curiosity and aspiration we prepare young people for leadership and to make a positive contribution in a diverse world. As we enter the next chapter of our 35-year journey, we remain committed to excellence, care and ambition, for our students and our staff alike.

Thank you for considering this role. Please do not hesitate to get in touch with us if you would like to know more about the role or the College. We look forward to welcoming you to Immanuel College.

Dan Endlar
Head

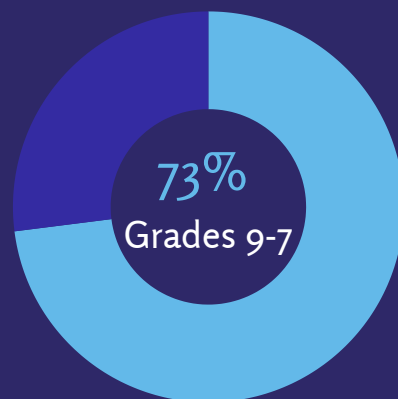




2025 GCSE Results

35%
Grades 9

56%
Grades 9-8



+ 0.84

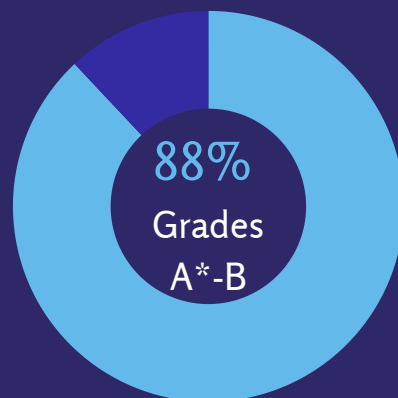
Immanuel students GCSE results outperformed their independent schools peers by an average of almost one grade per subject entry.



2025 A-Level Results

24%
Grades A*

64%
Grades A*-A



83%

of our Sixth Form leavers went to their first choice destination for onward study



Role Description

The Data Manager will work closely with the Head, Director of Studies and the Senior Leadership Team to provide strategic leadership and operational management of the school's data, information systems, and reporting infrastructure. They will lead the effective use of iSAMS and associated platforms to support teaching, learning, pastoral care, compliance, and organisational decision-making.



Key Responsibilities

The Data Manager will report to the Director of IT and in doing so will:

MIS Strategy, Systems & Digital Development

- Lead the strategic development and effective use of iSAMS;
- Contribute to digital strategy, identifying opportunities for automation, integration, and efficiency;
- Oversee system configuration, modules, permissions, and data architecture within iSAMS;
- Manage relationships with MIS and software providers and oversee system updates and developments;
- Develop and maintain integrations between iSAMS and other school platforms; and,
- Identify and implement process improvements to reduce administrative workload and improve data accessibility.

Reporting, Analytics & Decision Support

- Design and produce SQL-based reports and dashboards to support SLT, Heads of Department, and other operational teams;
- Develop automated and scheduled reporting processes across academic, pastoral, attendance, and admissions data;
- Provide data analysis to support planning, curriculum decisions, staffing, and resource allocation;
- Support academic and pastoral leaders with data interpretation and performance tracking; and,
- Respond to complex data requests across the school.

iSAMS Administration & Academic Year Processes

- Serve as the school's lead iSAMS administrator and subject-matter expert;
- Manage academic year rollover processes, including promotion of year groups, timetable and curriculum updates, and cohort transitions;
- Maintain and develop iSAMS modules as appropriate;
- Configure and maintain templates, reports, gradebooks, and data structures;
- Troubleshoot system issues and coordinate resolutions; and,
- Maintain documentation of system configuration and processes.

Automation, Integration & Innovation

- Develop and maintain automation tools and workflows (e.g. Power Automate, Google Apps Script, APIs, SQL processes);
- Create tools and interfaces that improve parent, staff, or student access to information as appropriate;
- Support development of dashboards and live reporting environments;
- Lead projects that improve efficiency, data quality, or system integration; and,
- Evaluate emerging technologies to enhance school information systems.

Training, Support & Collaboration

- Provide training and guidance to staff in effective use of iSAMS and data systems;
- Develop user guidance and system documentation;
- Support departments in developing reporting and tracking processes;
- Work closely with academic, pastoral, admissions, and operations teams to meet data needs;
- Line-manage data or MIS support staff where applicable; and,
- Promote consistent and effective data practice across the school.

Data Integrity, Census & Compliance

- Maintain accurate, complete, and reliable data across systems for pupils, staff, and pastoral records as well as timetables, assessments and academic data;
- Lead school census returns and statutory data submissions, ensuring accuracy and compliance;
- Develop and maintain GDPR-compliant data structures, retention processes, and documentation;
- Ensure appropriate data security, permissions, and audit trails within systems;
- Maintain strict confidentiality and secure handling of sensitive personal data;
- Uphold the school's values, policies, and professional standards in all data management practice; and,
- Support compliance with ISI and regulatory data requirements.





Person specification

Qualifications and Knowledge

- Previous experience of the admissions process in Independent schools;
- Evidence of experience and skills in the management of people;
- Good GCSE and A Level qualifications or equivalent;
- Knowledge and understanding of Immanuel College, our values and working practices; and,
- Knowledge and commitment to working within the framework of the College's Equality and Diversity policy.

Professional Skills and Attributes

- Strong communication and interpersonal skills;
- Advanced administrative capabilities with strong IT proficiency;
- Highly organised, with strong attention to detail and the capacity to work efficiently and calmly in a fast-paced environment;
- Strategic and creative thinker with the ability to influence and communicate persuasively;
- Professional and confident telephone manner; and,
- Excellent listening skills, with the ability to understand and empathise with relevant stakeholders.

Pastoral Care and Safeguarding

- A clear commitment to pastoral care, pupil wellbeing, and safeguarding responsibilities.

Wider Contribution

- Commitment to the School's Safeguarding Policy, our ethos and values;
- A genuine interest in education and an enthusiasm for working for the benefit of children.

Application Process

Immanuel College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Please familiarise yourself with our Child Protection & Safeguarding, Recruitment and Selection and our Equal Opportunities policies.

The deadline for applications is: **10:00am on Monday 22 June 2026**

Before applying for this role please read our guidance, which can be found on the Vacancies section of our website. Please complete an application through MyNewTerm before the deadline. CVs will not be accepted.

Applications will be reviewed on receipt, and in some cases we may choose to interview and appoint a strong candidate ahead of the closing date. We therefore encourage interested candidates to apply as soon as possible. If you would like any further information, or an informal conversation to discuss the role please contact the Head, Mr Dan Endlar at dendlar@immanuelcollege.co.uk.

Benefits

By joining Immanuel College, you will enjoy the benefits of working in a supportive, forward-thinking educational environment which offers:

- Competitive remuneration within the independent sector and opportunities for progression;
- Pension scheme;
- Membership to Simplyhealth;
- Free lunch and refreshments during term time;
- Free on-site parking; and,
- Generous discount on school fees.



"Pupils recognise that being part of a supportive community plays an important part in their academic development."



"Pupils develop their self-esteem, confidence and resilience".



"The school equips pupils with the attributes of kindness, aspiration, responsibility & curiosity".

- ISI Report 2024

