



Alfriston School

Sports College

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March 2026

Role: Data & Systems Lead
Salary: Bucks Pay Range 4-5 ISN 21-30 £30,361-35,725 Pro Rata, Actual Salary £23,938-£28,167 (depending on experience)
Contract Type: Permanent, Term time plus 2 additional weeks
Hours: Full time, 37 hours per week.
Start Date: As soon as available

Are you a data-driven problem-solver with a passion for transforming systems to improve outcomes for children with SEND? Do you thrive on designing smart, scalable solutions and leading whole-school strategy? If so, this is an exceptional opportunity to shape the future of data, assessment, and systems in our vibrant specialist school community.

About the Role

We are seeking an innovative, analytical, and forward-thinking Data & Systems Lead to take strategic ownership of the school's data landscape ensuring accurate, high-quality information drives teaching, learning, and school improvement.

Working within our specialist SEN environment, you will lead on:

- Whole-school data strategy and assessment frameworks
- MIS management (Arbor) and system development
- Timetabling (TimeTabler), curriculum modelling, and staff cover
- Evidence for Learning configuration and administration
- Full examinations administration (internal and external)
- Statutory returns, compliance, and data governance
- This role is pivotal in modernising systems, improving efficiency, and ensuring staff are empowered to use data meaningfully and confidently.

What We're Looking For

Someone who is:

- Highly skilled in data analysis, MIS management, and system design
- Experienced with Arbor, Evidence for Learning, or similar platforms
- Knowledgeable about SEN data, EHCP outcomes, and personalised progress
- Able to communicate clearly, train staff, and build effective workflows
- Calm under pressure, especially during exam cycles and timetable changes

If you are motivated by challenge, excited by innovation, and committed to ensuring every pupil's progress is captured meaningfully and accurately, we would love to hear from you.

To Apply: Please visit our website www.alfristonschool.com to apply via MyNewterm today!

If you would like to make an informal visit please also contact Mrs Ellie Davison, via recruit@alfristonschool.com who will be delighted to arrange this for you.



Join Our Team at Alfriston School – Where Passion Meets Purpose

Are you looking for a meaningful role where you can make a real difference in the lives of young people with special educational needs?

Alfriston School is an outstanding Special Academy for girls aged 11–18 with moderate learning difficulties and speech, language, and communication needs and we're looking for caring, committed professionals to join our team.

Why Work at Alfriston?

Outstanding Facilities: Work in a purpose-built environment featuring interactive classrooms, class sets of laptops and iPads, specialist performing arts and music spaces (including a dance and recording studio), and extensive indoor and outdoor sports facilities - including our architect-designed swimming pool tailored for students with sensory needs.

Staff Wellbeing is a Priority:

At Alfriston, we believe that supporting our students starts with supporting our staff. We are deeply committed to staff wellbeing and have a range of measures in place to promote a healthy work-life balance, including:

- Access to confidential wellbeing support
- Time and space for self-care built into the school's culture
- Personalised support for managing the emotional demands of working in special education
- A strong, caring team ethos where your voice is valued and respected

A Supportive and Collaborative Culture:

You'll be joining a team of passionate, specialist educators and support staff who care deeply about our students – and about each other. We foster a collaborative and inclusive environment where everyone is encouraged to grow, share, and succeed.

Staff Benefits Include:

- A warm and welcoming workplace culture
- Structured professional development and progression pathways
- Onsite parking
- Excellent transport links (Chiltern Line and M40 nearby)
- Discounts on hiring school facilities
- Close to Beaconsfield's shops, cafes, and amenities

At Alfriston, we know that happy, well-supported staff deliver the best outcomes for students. If you're looking to join a school where your wellbeing is prioritised and your work truly matters, we'd love to hear from you.

Apply today – and be part of something extraordinary.





Data & Systems Lead Job Description

Reports to: Headteacher / Senior Leadership Team (SLT)

Job Purpose

The Data & Systems Lead plays a strategic lead in the design, implementation, and continuous improvement of the school's data, assessment, and information systems. This role ensures that high-quality, accurate, and accessible data underpins teaching, learning and whole-school decision-making.

Working within a specialist SEN setting, the post holder will lead on pupil tracking, assessment frameworks, MIS management (Arbor), timetabling systems, statutory data returns, and the full administration of internal and external examinations.

The Data & Systems Lead will proactively modernise systems and processes, identify areas for improvement, and create sustainable solutions that enhance efficiency, compliance, and impact.

Key Responsibilities

Strategic Data & Systems Lead

- Design, implement, and continuously refine robust, scalable data systems tailored to the needs of our SEN setting.
- Develop a coherent whole-school data and assessment strategy aligned to teaching and learning priorities.
- Work in close partnership with the Teaching & Learning Team, engaging in robust professional dialogue and challenge to ensure assessment frameworks drive high-quality classroom practice and meaningful pupil progress.
- Provide high-quality analysis and strategic insight to SLT and governors to inform school improvement planning.
- Lead the modernisation of data systems and workflows, identifying inefficiencies and implementing effective solutions.

Data Management & Analysis

- Lead the full lifecycle management of student data within the school's MIS (Arbor).
- Configure and maintain all data structures and workflows to ensure accurate reporting and analysis.
- Manage academic year setup and closure, including archiving and rollover procedures.

Oversee:

- Admissions data and onboarding processes
- Creation and maintenance of digital and physical student records
- Academic and pastoral structures (year groups, registration groups, teaching groups)
- Assessment modules, mark sheets, internal assessment points, and progress reports
- Ensure accurate recording of pupil details, EHCPs, attendance, exclusions, behaviour, safeguarding logs, and interventions.
- Analyse progress, attainment, behaviour, and attendance data, presenting findings in clear, visual, and actionable formats.
- Prepare and submit statutory returns (e.g., census, performance tables, local authority returns), ensuring compliance with DfE and Ofsted requirements.
- Ensure smooth migration and integration of new data platforms where required.

Assessment Frameworks & Evidence for Learning

- Design and build a coherent whole-school assessment framework that supports personalised progress tracking within an SEN context.
- Develop and standardise assessment criteria across subjects and key stages to ensure clarity and consistency.

Lead the implementation and administration of Evidence for Learning, including:

- Building and configuring the school's assessment framework within the platform
- Designing pathways aligned to EHCP outcomes and curriculum intent
- Ensuring measurable, meaningful progress tracking
- Acting as system administrator, managing user permissions, structures, and quality assurance
- Work collaboratively with the Teaching & Learning Team to refine assessment practice, ensuring strong alignment between classroom evidence, assessment data, and reporting.
- Coordinate internal and external assessment cycles and reporting processes.

MIS (Arbor) & Systems Administration

- Lead the strategic management and development of the Arbor MIS system.
- Ensure all modules are correctly configured and aligned with school processes.
- Provide training, troubleshooting, and technical guidance to staff.
- Develop user guides and clear protocols for data entry and system use.
- Act as first point of contact for MIS, assessment, and data queries.
- Ensure systems support timetabling, safeguarding, attendance, interventions, and reporting.

Timetabling, Curriculum Modelling & Staff Cover

- Work in partnership with SLT to lead the strategic design of the school timetable using TimeTabler.
- Create and develop a model timetable template within TimeTabler for the upcoming academic year, ensuring alignment with curriculum intent, staffing structures, therapy provision, and pupil needs.
- Lead curriculum modelling and scenario planning to support strategic staffing and resource allocation decisions.
- Oversee the implementation and accurate transfer of timetable structures into Arbor, ensuring seamless integration between systems.
- Manage and coordinate daily, short-term, and planned staff absence cover, ensuring minimal disruption to pupil learning.
- Reallocate staffing and adjust timetables as required to respond to sickness, training, examinations, trips, or other operational needs.
- Maintain accurate records of cover arrangements and ensure updates are reflected within Arbor.
- Manage in-year timetable amendments, staffing adjustments, and pupil group changes.

Examinations Officer Responsibilities

The Data & Systems Lead will undertake the role of Exams Officer, ensuring the efficient and compliant administration of all internal and external examinations.

Exam Administration

- Plan and manage all aspects of the examination cycle (internal and external).
- Liaise with awarding bodies (e.g., AQA, Pearson Edexcel, OCR, WJEC) to ensure compliance with regulations.
- Manage exam entries, amendments, withdrawals, and late entries.
- Ensure compliance with Joint Council for Qualifications (JCQ) regulations.
- Maintain secure storage and handling of examination materials in accordance with regulatory requirements.

Access Arrangements

- Coordinate exam access arrangements in line with EHCPs and SEND requirements.
- Work with the SENCO and relevant professionals to gather evidence and submit applications.
- Ensure appropriate adjustments are implemented (e.g., extra time, readers, scribes, modified papers).

Exam Delivery

- Recruit, train, and deploy invigilators.
- Produce seating plans, candidate registers, and exam documentation.

- Manage exam-day operations and resolve issues promptly and professionally.

Results & Post-Results

- Manage receipt and dissemination of results to pupils and parents.
- Coordinate post-results services (reviews of marking, access to scripts).
- Analyse examination outcomes to support school self-evaluation and improvement planning.

Compliance & Safeguarding

- Ensure all data handling and storage complies with GDPR, DfE requirements, and school safeguarding policies.
- Maintain confidentiality and integrity of sensitive pupil data.
- Support the implementation and monitoring of data protection procedures in line with statutory guidance.

External Liaison & Stakeholder Engagement

- Liaise with local authorities, exam boards, software providers, and external agencies on data, assessment, and compliance matters.
- Support communication with parents and carers regarding reports, examinations, and pupil progress information.
- Respond professionally to stakeholder concerns relating to data or assessment.
- Maintain high standards of service aligned with the school's values and collaborative ethos.

Staff Training & Development

- Deliver staff training on Arbor, Evidence for Learning, TimeTabler, and assessment systems.
- Promote a culture of accurate data entry, reflective practice, and evidence-informed decision-making.
- Develop clear documentation and guidance to support consistent system use.
- Engage in ongoing professional development related to MIS, assessment design, timetabling, and examination regulations.

Additional Responsibilities

- Support SLT and governors with strategic reporting and presentations.
- Provide administrative support during peak operational periods where required.
- Attend relevant meetings and briefings, occasionally at short notice.
- Contribute proactively to whole-school improvement and operational effectiveness.
- Participate in the school's performance management process, including regular reviews with line manager.
- Engage in continuing professional development relevant to the role
- Maintain up-to-date knowledge of DfE requirements, examination regulations, and data protection legislation.
- Undertake additional duties as directed by SLT in support of school priorities.
- Uphold our school values "Respect, Integrity, Representation, Belonging, Curiosity, and Ambition" in every aspect of staff conduct.

This job description will be reviewed annually as part of the Staff Development programme and may be amended at any time after consultation with the Headteacher.



Person Specification

Essential Skills & Experience:

- Significant experience managing school data systems and MIS (Arbor desirable).
- Experience implementing and administering assessment platforms.
- Strong data analysis, systems design, and reporting skills.
- Experience in timetabling and managing staff cover arrangements.
- Ability to engage in professional challenge and collaborative strategic planning.
- High levels of organisation, accuracy, and discretion.

Desirable Skills & Experience:

- Experience as an Exams Officer with knowledge of JCQ regulations.
- Experience using Evidence for Learning and TimeTabler.
- Experience in curriculum modelling and strategic timetabling.
- Experience within an SEN setting.

Personal Qualities

- A positive and friendly personality – able to build strong, supportive relationships with students, staff, and parents.
- Good organisational skills – able to manage tasks effectively and adapt to a dynamic school environment.
- Initiative and independence – confident in working independently while also collaborating as part of a team.
- Empathy and understanding – able to relate to young people in a positive, supportive, and patient manner.
- Commitment to continuous improvement – a willingness to reflect on performance and seek ways to enhance personal and team effectiveness.
- Loyalty and commitment to the school – dedicated to upholding the school's values and contributing to its positive culture.

Alfriston School is committed to safeguarding and promoting the welfare of children which will be reflected throughout recruitment. The selected candidate will be required to undertake reference checks, an enhanced DBS check and internet/social media checks before taking up the post.