

Job Overview

Salary:	£33,673 to £37,562 per annum
Grade:	Grade 7; Point 20-25
Start Date:	January 2027 (subject to notice period)
Contract Type:	37 hours per week (full-time), working full year
Working Hours:	Monday – Thursday 8.00am to 4.00pm, Friday 8.00am to 3.30pm (30 min lunch) *with flexibility to suit the needs of school for after school events throughout the year.*
Contract Term:	Permanent
Closing Date:	Monday 7 December 2026 @ 9.00am *Early applications are encouraged.*
Interview Date: w/c	7 December 2026

The Governors of **St Edmund Arrowsmith Catholic High School** are seeking to appoint a **Management Information Systems (MIS) and Data Manager** who is organised and has a desire to improve and implement their IT skills in a very supportive school environment.

To manage, maintain and develop the whole-school management information system (MIS) and connected data systems, to ensure that the information they hold is accurate and that users receive effective functional data support. Work with the Network Manager and relevant suppliers in relation to technical issues affecting these systems.

It is essential that the successful candidate is an excellent communicator, enthusiastic, conscientious, and understanding of the varying circumstances that occur within a school environment. Although no previous experience of working in a school is essential, the successful candidate must be willing to undergo training as necessary.

We are looking for an individual who has:

- High expectations and standards
- The ability to work on their own, using their own initiative and as part of a team
- High standards of literacy, numeracy and IT
- Resilience and a sense of humour!

It really is worth applying for this post and joining somewhere special!

To apply for the position please visit the school website: www.arrowsmith.wigan.sch.uk to download an application form, which must be returned addressed to the Headteacher at the school address or via email to recruitment@arrowsmith.wigan.sch.uk. If you require further information about the vacancy please contact Mrs P Lennon, Clerk to Governors, at the school on 01942 7286512 x 2223 or PLennon@arrowsmith.wigan.sch.uk.

The school is committed to safeguarding and promoting the welfare of children. Offer of employment is subject to safeguarding checks, including an Enhanced Disclosure and Barring Service clearance, pre-employment health check and references.