



King Edward's

W I T L E Y

Appointment of an

Data Manager (Full-Time)



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Executive summary

This is an exciting opportunity to lead and support the next stage of data innovation across Bridewell Royal Hospital's family of schools – King Edward's Witley, Barrow Hills and Longacre.

As Data Manager, you will combine hands-on operational responsibility with strategic leadership to ensure that every system, process and report works seamlessly and securely. From day-to-day administration of iSAMS, Engage and associated platforms (Teams, MySchoolPortal, CPOMS and SchoolPost) to major projects such as the implementation of a single, group-wide management information system (MIS), you will oversee the full data life cycle. You will provide accurate and timely information for staff, pupils and parents, streamline reporting, and make sure that data supports teaching, learning and decision-making at every level.

You will work closely with the Director of Studies, Director of ICT and senior colleagues across Bridewell, managing projects, setting standards and providing expert support to ensure consistency and compliance. Based at King Edward's Witley – a flourishing co-educational day and boarding school on a beautiful 100-acre Surrey campus – the role offers both strategic influence and daily impact.

We are seeking an innovative, technically skilled and collaborative professional who relishes combining operational excellence with forward-thinking development, and who shares our commitment to using data intelligently to support education and the wider Bridewell mission.



King Edward's – yesterday, today, tomorrow

As one of the longest-standing co-educational schools in the country and one of only two remaining Royal Hospitals from Tudor times, King Edward's Witley has a rich history of providing an education which is holistic, inclusive and progressive.

YESTERDAY

Nicholas Ridley, Bishop of London, convinced the boy King Edward VI to grant his palace at Bridewell on the banks of the Thames to the Lord Mayor of London, so creating the parent foundation – Bridewell Royal Hospital – as a place for the training and education of poor children in 1553. In 1860, the new charity scheme for Bridewell Royal Hospital was created and the House of Occupations was renamed King Edward's School admitting boys and girls from aged 10.

The pupils from King Edward's Boys' School moved to its current site in Witley in 1867 and the School now occupies around 100 acres of stunning Surrey countryside. The School marked the 150th anniversary of the Witley school on its current site in 2017 and will celebrate its 475th year in 2028.

TODAY AND TOMORROW

We are steadfastly proud of our heritage and longstanding engagement with the City of London through Bridewell. King Edward's Witley, Barrow Hills School and Longacre School are the operational arms of Bridewell Royal Hospital, a charitable Foundation from which both schools inherit

a culture with diversity, generosity, opportunity and social responsibility at its heart, combining a global outlook with a sense of local belonging. More concretely, a significant endowment from Bridewell allows us to provide boarding places to pupils with a clear boarding need – our Foundationers.

King Edward's holds true to its Founders' mission to offer a foundation for life to young people from a range of backgrounds. At King Edward's this means an exciting and challenging curriculum, a broad range of sporting, artistic, social and cultural opportunities and an environment which is specifically created to inculcate the values of independent learning, responsibility for others and the enjoyment of challenge.

Pupil experience is at the heart of what we do. The School has over 480 pupils, many of whom are day pupils from primary and Prep Schools. Boarding is a core pillar of the King Edward's community, with around 100 boarders accommodated in Houses including an Upper Sixth pre-university House.

All pupils, day and boarder belong to a House and are cared for by their Housemaster/ Housemistress and their team.



King Edward's – yesterday, today, tomorrow *continued*

Around 38% of pupils live abroad, in over 30 different countries and there is a growing cohort of local day pupils. The Sixth Form generally numbers more than 100 pupils, most of whom go on to study at Russell Group, Oxford and Cambridge, and leading European or US-based universities.

Our heritage continues to be highly valued and close links with the City of London remain through the Court of Bridewell (Board of Governors). The Lord Mayor attends Admissions Day and the School's annual Foundation Day Service at St. Bride's Church. Pupils participate in a range of events and activities associated with the City of London, perpetuating the School's links with its historic roots.

The School has a long tradition of philanthropy and addressing disadvantage and vulnerability. King Edward's offers welfare bursaries through Bridewell Royal Hospital, livery companies

and other charities, for young people who are less advantaged and who have a particular need for a boarding education.

Over 50 pupils are supported by Bridewell Royal Hospital and other charities with financial contributions equal to annual boarding fees to attend the School. King Edward's is proud of its ongoing work transforming the lives of disadvantaged young people through providing a safe, fulfilling and purposeful educational environment.

The Head is a member of HMC.

Further details of the School are to be found in the Independent Schools' Yearbook, or on our website www.kesw.org.





Academic life and life beyond the classroom

ACADEMIC LIFE

King Edward's offers a broad, balanced curriculum, where excellent teaching is provided in a supportive and stimulating environment, enabling pupils to equip themselves with the skills and characteristics needed to succeed in today's ever-changing and dynamically global society.

The School follows the National Curriculum but learning goes well beyond this, enabling pupils to think critically, study broadly but also in depth, and pursue interests in the creative and active sides of life, devoting attention to the wider community. Therefore, the School has two exam pathways at Sixth Form: A-Levels and BTECs to allow pupils to pursue different routes through the post-16 curriculum.

The School is building its academic profile and sees this as its highest priority. Whichever pathway they take, all pupils are encouraged to be independent thinkers, develop a love of learning and be open-minded and principled.

LIFE BEYOND THE CLASSROOM

The 100-acre site at King Edward's and excellent facilities ensure that the School can provide co-curricular and enrichment opportunities that are extensive and wide-ranging.

There is significant ongoing investment into the School's facilities. Recent projects include the opening of a purpose built house for the Upper Sixth (Year 13), refurbishment of Science Laboratories, and DT workshops.

Our pupils and staff take advantage of our transport links, including a train station 5 minutes from our School with direct access to London Waterloo, Guildford and Portsmouth.



Pastoral care and boarding

“Pupils of all ages demonstrate outstanding levels of respect for diversity and other cultures. ... [they] contribute enthusiastically to boarding and the community. ... [and] have a highly developed sense of moral understanding.” ISI 2022

King Edward's has a uniquely diverse pupil body – culturally, socially and economically – and this forms a key part of its identity and ethos. Pupils benefit hugely from the outstanding care and support that the School provides which is inclusive and outward-looking.

Unique paired Houses share common rooms, kitchens, television and music rooms allowing girls and boys to mix naturally. This arrangement is particularly valued by parents and characterises the School's belief in engendering equality in the community.

Housemasters/ Housemistresses lead each House, ensuring pupils are treated as individuals and encouraged to pursue their passions.

The School offers weekly boarding and flexi boarding which is particularly popular with parents from London who wish their children to benefit from the countryside and a boarding environment but retain some flexibility.



Leadership, management and governance

The School's Governing Body is known as The Court of Bridewell, reflecting the historic foundation of the School as Bridewell Royal Hospital in 1553. The Chair of Governors is known as the Treasurer. The Court comprises up to 30 members, all of whom are unpaid volunteers, and includes Aldermen and members of the Common Council of the City of London, and several Governors co-opted for their expertise in education, finance and other relevant areas.



Barrow Hills School – yesterday, today, tomorrow

The incorporation of both Barrow Hills and Longacre Schools within Bridewell Royal Hospital allows the possibility of continued education from nursery to university, and on a practical basis, allows children to access facilities beyond the reach of most stand-alone Preparatory Schools.

YESTERDAY

The history of Barrow Hills School stretches back 70 years, covering two sites and three sets of trustees. Initially an all-boys' boarding school, Barrow Hills was founded by the Josephites to be the Preparatory School for their senior school, St George's Weybridge, and was located in a tiny hamlet near Weybridge. In May 1952 the boarders moved to their new site in 33 acres of Surrey Hills countryside at Great Roke in Witley, near Godalming, where the School has remained ever since.

In the 1990s, as an independent charity run by Trustees and separate from the Josephites, it became a co-educational day school admitting non-Catholics. With effect from September 2015, the Governing Bodies of Barrow Hills School and King Edward's Witley announced a merger of the two Witley Schools' foundations and as a result Barrow Hills is now part of Bridewell Royal Hospital.

TODAY AND TOMORROW

Barrow Hills has a strong family ethos and is committed to delivering an exceptional, all-round independent education of the whole child.

Everything the School does is inspired by the qualities in its pupil profile and the importance of developing strong core values. Barrow Hills encourages its children to be curious, scholarly, compassionate, generous, brave, responsible, joyful and truthful.

The School's nurturing, progressive environment encourages children to thrive through a broad curriculum in which academic work plays a major role alongside music, art and drama. An outstanding range of sports aims to encourage every level and ability. Boys and girls leave Barrow Hills, usually at 13, to join the finest independent schools, including King Edward's Witley.

In 2024, the School once again celebrated a 100% pass rate in Common Entrance exams; over fifty percent of the children gained scholarships to senior schools. The School includes a caring Nursery and Pre-Preparatory School providing children with the same special, caring and nurturing environment that is unique to Barrow Hills. This ensures a consistent, stable and secure learning environment as the child progresses through the School, and the House to which they belong within Barrow Hills.



Longacre School – yesterday, today, tomorrow

YESTERDAY

Longacre School is a thriving, co-educational Preparatory School for children aged 2 to 11, set in Shamley Green, between Guildford and Cranleigh. The school has its origin in Mrs Fairfax-Cholmeley's school in Chelsea, which moved to Shamley Green in 1940. Longacre was purchased in 1945 and moved to its current site in 1946.

Longacre has a proud history and the motto of the School's founder, Ursula Fairfax-Cholmeley, "A happy heart goes all the way" is still very much part of the School's ethos.

With effect from January 2025, the Governing Bodies of Longacre School and Bridewell Royal Hospital announced a merger of the Schools' Foundations and as a result Longacre is now part of Bridewell Royal Hospital.

TODAY AND TOMORROW

The cheerful and purposeful atmosphere at Longacre is apparent as soon as you enter the school. Here, children are valued as individuals and are encouraged to fulfil their potential in every facet of school life. Personal and social development is highly valued, enabling pupils to grow in confidence as they mature.

Longacre School believe that children learn more effectively when they are happy, and that excellent academic results can be achieved without subjecting pupils to hothouse pressure. Academic progress is closely monitored and regularly tested. Small class sizes enable pupils to be taught at an individual level, with increasing subject specialist tuition as children progress through the school. Alongside the core curriculum, Longacre offers a wide range of activities, sporting opportunities, stimulating off-site visits and exciting workshops. There are after-school clubs every day, ranging from cooking to judo, and regular masterclasses for able pupils.

The school buildings comprise the original, large 1902 house and modern, purpose-built classrooms standing in nine acres of grounds. Facilities include a new dining room, sports hall and Astrotrurf, sports fields, woodland and an adventure playground.

The school has progressively expanded and now offers 250 pupils an excellent (ISI inspection, 2022) education and supports their transition to a wide range of senior schools, with many gaining scholarships.



Role description

KEY TASKS AND RESPONSIBILITIES

DATA ADMINISTRATION

- Responsible for the day-to-day administration, configuration, and development of Bridewell's MIS, to include:
 - Take a lead on yearly data operations, e.g., annual rollover, timetable, and registers.
 - Manage all stages of the reporting process, ensuring parents receive accurate reports.
 - Proactively ensure all data is correct and up to date.
 - Maintain user accounts, security levels and accessibility.
 - Support other staff members with their use of the system.
 - Work with departments across KESW to centralise and streamline data reporting and access.
 - Design and generate regular and ad hoc reports to extract information from the MIS.
 - Keep abreast of all product developments relating to the MIS and ensure that these are passed to key stakeholders in a timely manner.
 - Ensure consistent data integration between the MIS and other reliant sources.
 - Regularly review the performance and effectiveness of all data systems to ensure they meet the changing needs of the School.
- Undertake relevant training courses and opportunities in order to build and maintain in-depth knowledge of the MIS and other systems.
- Design procedures on data entry and ensure compliance across the School and monitor to ensure these are adhered to.
- Ensure curriculum based platforms are set up each year with the correct pupils and teachers.

- Where necessary provide and monitor access to data for relevant stakeholders.
- Produce analytical reports monitoring student attainment and progress using analytical programmes and custom reports for the School.
- Maintain adequate documentation of key data-related procedures.
- Liaise with staff to provide electronic solutions to improve procedures and make best use of the data systems.
- Work with the Director of IT to diagnose any issues in the performance of the data systems.
- Liaise with external agencies and other schools to keep abreast of developments and share best practice.
- Responsible for the design and delivery of training sessions for staff.
- Provide support to the School Office, as necessary.

STRATEGIC AND PROJECT MANAGEMENT

- Lead and coordinate projects to improve the effectiveness of data systems across King Edward's Witley (KESW) and Barrow Hills School (BHS), including planning, scheduling, risk management and stakeholder communication.
- Play a central role in the project to evaluate, plan and implement a common MIS platform across all Bridewell schools, ensuring system requirements are gathered, migration and integration are carefully managed, and continuity of service is maintained.
- Work with the Director of Studies and Director of IT and key stakeholders to prepare business cases, develop implementation plans and deliver training to support this group-wide MIS alignment.
- Monitor project progress against agreed milestones and report to senior leadership and governors on key achievements, risks and next steps.



Role description *continued*

DATA PROTECTION

- Work with the Data Protection Office to ensure that the School's data management practices meet current GDPR guidelines at both King Edward's School and Barrow Hills School.
- Monitor and record GDPR compliance in all areas, including analysing the compliance of processing activities, and issue appropriate recommendations for improvement.
- Monitor and evaluate data management procedures and compliance within the School, identifying the School's data processing activities and ensuring that they are properly documented.
- Review data protection policies and privacy notices annually (or as required) with reference to all the relevant regulations.
- Respond to individuals whose data is being or has been processed, including dealing with subject access requests, executing the right to be forgotten, and considering the restrictions on processing.
- Oversee and advise on the processes for secure destruction of data.

WORKING WITH THE DIRECTOR OF STUDIES TO INCLUDE:

- Set up baseline testing, ensuring all pupils complete the appropriate test.
- Complete analysis of examination results and reports as needed.
- Ensure subject choices are obtained for all pupils in the agreed timeframes.
- Administer Parents Conferences on-line or on site.
- Support the Director of ICT in administrative tasks, as required.



Person specification

ESSENTIAL

- Knowledge of SQL
- Knowledge of SQL Server Reporting Services (SSRS)
- Excellent communication and interpersonal skills
- Experience of working in a customer-facing support role
- Proactive and committed to problem-solving
- Good organisational skills to be able to manage workload independently
- Willingness to learn and ability to pick up new skills quickly
- Excellent understanding of the Microsoft Office suite, in particular Excel
- Attention to detail
- An empathy with the aims and ethos of the School

DESIRABLE

- Experience of using iSAMS or equivalent MIS
- Experience of using PowerBI to generate reports
- Experience of creating documentation for technical and non-technical audiences
- Previous experience of working in a school / educational environment



Terms of appointment and how to apply

The role of Data Manager will attract a competitive salary in line with experience and benefits including substantially reduced school fees at King Edward's Witley, Barrow Hills and Longacre Schools.

Candidates should submit a fully completed Application Form and a covering letter which addresses the competencies outlined as key responsibilities and in the person specification. Candidates may submit a CV in addition.

King Edward's Witley, Barrow Hills and Longacre Schools are committed to safeguarding and promoting the welfare of children and young people and the Court expects all staff and volunteers to share this commitment. The successful candidate must be willing to undergo child protection screening appropriate to the post.

Please refer to our websites or ask HR for our child protection and rehabilitation of offenders' policy. Shortlisted candidates will be reviewed on social media/ on-line platforms. We particularly welcome applications from under-represented groups.





Bridewell Royal Hospital

King Edward's Witley, Barrow Hills School and Longacre School are partner schools of the Bridewell Royal Hospital.