



**Oriel High School**  
Maidenbower Lane  
Maidenbower  
Crawley  
West Sussex  
RH10 7XW



Headteacher: Philip Stack BSc MA NPQH

This innovative and successful 11-18 school opened in September 2004 and has grown year on year. Oriel High School is now oversubscribed with over 1400 students and was judged 'Good' by Ofsted in 2025; it has excellent facilities and is a dynamic learning community. Whole school results have improved each year.

### **MIS Data Officer**

**The salary range is £29,540 - £32061 (Grade 7) plus Crawley weighting, Pro-rata 8am – 4pm Term Time only including inset days plus one week, 37 hours a week**

The Governors are seeking to appoint an excellent Data Manager with outstanding personal and computing skills. This is a pivotal role and the person appointed will work closely with a range of staff in support of Teaching and Learning throughout the school.

A working knowledge of Bromcom or other school MIS is desirable. A high level of data analytic, I.T. skills and team working skills are essential. A full training and support programme tailored to the needs of the individual will be provided.

#### **Key Tasks include:**

##### **Leading Others**

- Lead and line manage Data & Systems Administrator.
- Be the key organisational leader, managing access to and training staff in, the use of key school systems.
- Advise and lead SLT and Middle leaders on the use of data to improve subject and cohort performance.
- Producing the whole School Calendar and Assessment, Recording and Reporting schedule.

##### **Timetable & Curriculum Management**

- Co-schedule and undertake day - to - day management of school timetable, including academic management (students & class memberships)
- Assisting with the options processes (GCSE and A-Level)

##### **Assessment and Improvement**

- Administer and review systems and processes to ensure relevant target, attainment and attitude data sets can be collected and communicated to internal / external stakeholders appropriately.

##### **Reporting**

- Administer systems and processes to ensure relevant data sets can be communicated to internal / external stakeholders appropriately, ensuring statutory requirements are met.

##### **Performance Analysis**

- Providing key performance information to school leaders, ensuring they can undertake effective analysis at key points throughout the year.
- Undertake analysis of end of year and in year outcome data to help inform intervention activities at whole school, faculty, subject and learning community levels.

##### **External Relationships**

- Engage with external agencies to source and make available external data sets.
- Undertaking necessary returns to external agencies to ensure the school is compliant and appropriately funded.

##### **Attendance**

- Produce attendance related data sets for key staff.

If you have drive, enthusiasm and experience to bring to our school we would be pleased to hear from you.

**Closing date for applications: 12pm on Monday 23<sup>rd</sup> February 2026**

Oriel High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants for this post must be willing to undergo child protection screening, including reference checks with previous employers and a criminal record check with the Criminal Records Bureau. West Sussex County Council is an Equal Opportunities Employer.

