



WOODHOUSE GROVE SCHOOL

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APPOINTMENT OF

DATA MANAGER / IT OFFICER



An Introduction to Woodhouse Grove

Woodhouse Grove is located on a beautiful 70-acre campus near Leeds and Bradford, offering a top-tier all-round education for both day pupils and boarders. Day pupils come from a wide area, including beyond West Yorkshire, with convenient bus services and a nearby railway station.

With around 1,050 students aged 2 to 18, including over 200 in the Sixth Form, the school has made significant investments in its facilities, such as a new covered court and Sixth Form building, both opened in 2024. The latest ISI inspection in February 2024 rated the school as Fully Compliant. Woodhouse Grove continues to invest in its facilities, enhancing the student experience and upholding its core values.

The school has an enviable reputation for meeting the needs of a wide range of children including the top 5% of the ability cohort and those with specific learning needs. Recognised as a centre of sporting excellence, Woodhouse Grove pupils regularly earn places in county, regional, and national teams. Beyond sport, the school has a vibrant and well-regarded performing arts tradition, staging several major productions and concerts each year.

The Woodhouse Grove boarding community upholds traditional values while fostering tolerance and a deep understanding of the world around us. We believe that qualities such as maturity, confidence, versatility, self-discipline and self-motivation are essential for achieving one's full potential. Boarding at Woodhouse Grove provides a unique and supportive environment in which students can develop these attributes.

With a forward-thinking approach to boarding, we encourage our pupils to explore the surrounding area and fully interact with day pupils, ensuring they feel an integral part of the wider school community. Our boarders are confident, motivated and hardworking. They actively engage in school life, express their opinions with ease and take a keen interest in the wider world.

Representing over 10 nationalities, our boarding community makes up approximately 8% of the pupils in our senior school, creating a diverse and enriching environment.

We have two dedicated boarding houses—one for girls and one for boys—each providing a safe, supportive and welcoming environment with a true "home-from-home" feel. Our boarders enjoy a comfortable and nurturing atmosphere where they can relax, socialise, and build lasting friendships. Boarders at The Grove also benefit from access to fantastic facilities, including 70 acres of beautiful grounds, a swimming pool, a fully equipped gym and excellent sporting facilities.

Life here is filled with stimulating and rewarding experiences. Pupils have the opportunity to explore their passions—whether practising music, conducting research in the library, rehearsing for a public performance, or competing in sport at school and local levels. They can also enjoy weekend trips and activities, attend theatre and concert outings, work out in our state-of-the-art fitness suite, swim in the Jubilee pool, or simply unwind with friends over hot chocolate in the House kitchens.

These experiences, combined with our strong academic standards, make Woodhouse Grove a sought-after destination for students from around the world.

Founded in 1812, Woodhouse Grove School is the second oldest Methodist school in the country and benefits from its formal partnership with similar schools, including, Truro School, Culford School, Kent College, Kingswood School and Queen's College, Taunton, amongst others.



The Appointment

Job Title: Data Manager / IT Officer

Location: Woodhouse Grove School, Bradford, England

Reports To: Deputy Head (Academic) and Finance & Operations Director

Contract: All year round

Works closely with: IT Network Manager and IT Assistant

Purpose of role:

- To manage the School's data flow between systems ensuring data security, compliance, integrity and access control.
- The creation and provisioning of user accounts is a key element of the role anchored within a hybrid Microsoft environment with 365 and Active Directory knowledge preferable.
- The lead global administrator for the Microsoft 365 tenancy key to the School's IT.
- The role also encompasses the administration of the Schools Management Information System (MIS) and virtual learning platform supporting staff, pupils and parents.



I am an individual, yet I am part of something incredible.

I am Grovian

Key Responsibilities

User creation provisioning and offboarding

- Manage user account creation, provisioning and synchronization across multiple platforms including the MIS (iSAMS), virtual learning platform (Firefly), Microsoft Active Directory and Microsoft 365.
- Oversee the Summer Rollover process requiring the timely coordination of data flow across a number of systems to ensure they are ready for the new academic year and centered around the user creation and provisioning process.
- Responsible for the timely and accurate deprovisioning and offboarding of users.

System Administration

- Microsoft Office 365: Global administrator role.
- Management of Active Directory
- MIS (iSAMS): System wide administration including student reports and registration
- Firefly virtual learning platform: system wide administration.
- Administer supporting systems including those for parent and pupil communications (SchoolPost), parents' evenings (SchoolCloud) and MIS to AD user creation (Salamander)

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Data Management & Compliance

- Act as Data Lead for GDPR compliance, policies and processes.
- Drive the removal of physical and digital data no longer required as per the retention policy
- Maintain logs and advise on data protection matters.
- Attend Trust-level Data Leads meetings.

IT Support and Training

- Provide ad-hoc technical support to parents, staff and students both in person and remotely by phone.
- Adhoc staff training ranging from one-to-one and team sessions through to support staff briefings.





Qualifications & Experience

- Experience of the global administration of a hybrid Microsoft 365 setup and Active Directory administration.
- Quick to learn and adapt to new IT systems.
- Understanding of cybersecurity and data compliance principles.
- Excellent organisational skills and attention to detail.
- Ability to work under pressure during peak periods (e.g, summer rollover).
- Communication skills as part of a team responsible for problem-solving and supporting a range of users.

Benefits of working at Woodhouse Grove

- Beautiful grounds and working environment, including free parking.
- Frequent and up to date training given.
- Social benefits include free school concerts, subsidised events and some use of school facilities.
- Pension scheme.
- Employee Assistance Programme for confidential advice and guidance.
- Free lunch during school day and hot drinks and snacks.

The Application Process

Applications should be made on Woodhouse Grove Application forms, which are available from the school website www.woodhousegrove.co.uk/school-info/vacancies

Letters of application (no more than one side of paper) together with the completed application form should be addressed to or emailed:

HR MANAGER
WOODHOUSE GROVE SCHOOL
APPERLEY BRIDGE
WEST YORKSHIRE
BD10 0NR

EMAIL: RECRUITMENT@WOODHOUSEGROVE.CO.UK
DEADLINE: Monday 12th January 5pm

The salary for this role will reflect the qualifications and experience of the successful candidate.

Woodhouse Grove School is committed to Safeguarding and promoting the welfare of children. This appointment will be conditional upon successful pre-employment and DBS checks.

All applicants must read the information on our website regarding further employment checks, equal opportunities and our Child Protection and Safeguarding Policy.
www.woodhousegrove.co.uk/school-info/vacancies

I am the very best of me...

I am every teacher who has inspired me.

I am every lesson that has opened my eyes. I am every maths problem

I have solved. I am every book that has captivated me. I am every science experiment that has surprised me.

I am every sports tour that has motivated me. I am every drama class

that has transformed me. I am more than just academic. I am everything

I want to be. I am prepared. I am gracious and generous. I am resourceful

and resilient. I am ambitious and

committed. I am understood. I am my

unlocked potential. I am an individual, yet I am part of something incredible.