Wellington SCHOOL

Application Pack

Data & IT Training Manager

Closing date: Friday 24th September 2021

Welcome

Thank you for your interest in working at Wellington School. We are committed to equipping our children with everything they need to thrive in a complex and challenging world and our educational philosophy is built on three central pillars: building outstanding relationships, pursuing excellence in everything we do and a deep love of learning.

We hold dear values such as kindness, empathy, honesty and courtesy and we work together to be the very best we can be in every setting. We aim high and have high expectations of our students, but we support one another in achieving our goals and we celebrate our culture of learning, in all its settings and forms.

Based in the town of Wellington, Wellington School was founded in 1837 and has been a central feature of the town ever since. Located in beautiful Somerset, we are in easy reach of beaches and beautiful countryside, yet also close to cities such Exeter, Bath, Bristol and London.

Wellington is a 3-18 co-educational school, with a vibrant and dynamic boarding community. We welcome girls and boys from both near and far, and children from over 20 countries from around the world ensure that we all benefit from a rich and culturally diverse student body. We are a member of HMC and have 600 students in the Senior School and 200 students in our Prep, with which we share our site. Applications to join Wellington have never been stronger.

Working at Wellington

As a member of the School's support staff, you will be a key contributor to the life of a busy, thriving School and your commitment will support the School's vision and objectives. In line with the three pillars underpinning our educational philosophy, we look to our staff to proactively support our students as they grow into young adults.

You will play a part in the whole school responsibility for safeguarding students and we want all staff at Wellington to build outstanding relationships with colleagues and students to help them to be the best they can be. We have high expectations but we are committed to supporting the professional development of our staff.

Wellington benefits from an outstanding estate and excellent facilities, which allow us to provide a superb learning environment alongside a broad co-curricular programme to students, but also creates a wonderful working environment for staff. Staff can enjoy use of the campus facilities such as sports facilities or the School Café.

The relationship with the staff is perfectly balanced: it's formal enough to encourage you to aim high, yet sufficiently relaxed so that you enjoy each subject.

Current student

The Post: Data & IT Training Manager

Following the planned relocation of the current postholder, the school is looking to appoint to this exciting role. The Data and IT Training Manager co-ordinates the operational aspects of Management Information and Communication Systems, ensuring they are being fully utilised and properly integrated across the School.

This role will play an important role in supporting the management of the School's MIS and other data platforms, contributing to the on-going development of systems to improve integration, process and efficiency. He/she will also design, co-ordinate and deliver training to staff in the use of Management Information Systems alongside providing on-going support.

The systems include (but are not limited to):

- Whole School MIS – iSAMS
- School VLE – Firefly
- Parent Portal – My School Portal
- SOCS

"The support system within the school has encouraged me to reach for the stars, and achieve them!"
Current student

The key responsibilities of the role are:

The key operational tasks and system responsibilities of the role will be:

- To be the key contact between school and software providers to ensure ongoing operational integrity and development of all systems.

- To support the school website, through supporting existing admin users and leading the implementation of any future developments on the existing site.

- To work with the IT Network Manager and team to ensure systems, policies and procedures for disaster recovery and data archiving are in place.

- To work with academic, pastoral and administrative teams to ensure the school obtains maximum benefit from systems.

- To ensure information in databases is updated and maintained to a high standard.

- To work with relevant staff to ensure mechanisms for data collection match MIS requirements.

- To ensure data integrity between separate databases such as by configuring APIs and ensuring data synchronisation, or by effective manual procedures.

- To complete configuration tasks such as setting up term dates, registration periods and report cycles in iSAMS.

- To monitor current records ensuring all data is input and updated correctly.

- To extract data, produce reports, templates, dashboards etc as required.

- To support teachers in the process of grades and reports production. Ensuring data is complete and appropriate. Producing output for teachers and section heads, together with statistical analysis. Publishing reports to MSP and communicating the same to parents.

- To be the first point of contact for troubleshooting day to day issues with the various school platforms aiming to resolve and keep staff informed throughout the process.

- To be the first point of contact for parents and pupils regarding IT platform issues with MSP/Firefly/SOCS.

- Monitoring SendGrid and resolving issues with any email communication failure.

- To ensure the security and reliability of all systems.

- Work with the IT team to set appropriate data access levels and control permissions / privileges.

- To maintain understanding of GDPR including implications for school data and ensuring compliance

The key system development and improvement tasks and responsibilities of the role will be:

- To further develop understanding of UK GDPR including implications for school data and ensuring compliance.

- To evaluate and research new opportunities for effective use of data.

- To seek opportunities to maximise the potential of iSAMS and other databases.

- To review processes and help implement change using the relevant database modules as appropriate.

- To attend software user group meetings and check their forums to keep the school informed about developments and issues.

The key training tasks and responsibilities of the role will be:

- To train, advise and support staff in the use of management information systems used in school.

- To co-ordinate training sessions for staff from external suppliers.

- To develop knowledge and skills to deliver training to groups and to individual staff on an ad hoc basis.

- To develop, regularly update and deliver induction training for new staff and pupils.

- To create and build up a digital portfolio of "how to guides" and make them available to staff to enable them to become more efficient and self-sufficient.

- To proactively develop self-knowledge and experience by driving one's own CPD and setting an example to others.

Required Skills & Experience:

Previous experience of School MIS or similar systems is essential along with strong analytical and problem solving skills. Experience with SQL and SSRS are desirable.

The successful candidate's personal and professional skill-set will also incorporate most of the following:

- Excellent interpersonal and presentation skills.

- The ability to communicate confidently with pupils and colleagues.

- Excellent problem-solving skills and a solution-oriented mindset

- Excellent verbal and written English.

- Great attention to detail.

- Enthusiastic and diplomatic persona.

- The ability to work as part of a team as well as independently.

- Excellent time management and an ability to work under pressure and to deadlines.

Hours of Work
- The post is term time only + 4 weeks. The hours of work are 35 hours per week, Monday – Friday 8.30am – 4.30pm with an hour lunch. On occasions, flexibility around these hours will be needed to meet the demands of a busy school.
- Salary competitive depending upon skills and experience

Benefits
- Contributory Pension Scheme
- Fees Remission
- Free school lunches during term
- Use of sports facilities
- Free on-site parking

The job profile is a guideline and may be subject to change according to the needs of the School.

Reports to:
- Jo Talling – Director of Operations

Application process:
Please apply online via the School's website as soon as possible (https://www.wellington-school.org.uk/senior/information/job-vacancies/support-vacancies), and by no later than Friday 24th September 2021. Please contact Emily Weiss, Director of Human Resources, if you have any queries about the role or the application process (hr@wellington-school.org.uk)

Post holders must be committed to safeguarding and promoting student welfare. They will be subject to an enhanced DBS and Child Protection checks. We are an equal opportunities employer.