



SURBITON

HIGH SCHOOL

Job Description

Job Title:	Information Systems Support
Job Purpose:	Responsible for Information Systems support duties
Reporting Line:	Data Manager
Tenure:	Permanent, Full-Time (52 weeks of the year, Monday to Friday; 8:00am to 4:00pm)
Start Date:	As soon as possible
Salary:	Competitive

Key Responsibilities

- To work closely with the Data Manager, carrying out data administrative duties as required
- To set up and administer school reports as required
- To implement the timetables for both the Boys' and Girls' Preparatory Schools
- To administer changes to all timetables as required
- To oversee the "subject drop" process
- To be responsible for job administration; disabling and making new jobs for staff, pupils and contractors
- To manage weekly letters and online replies
- To manage the MIS inbox
- To administer changes to pupil data on iSAMS and the MIS
- To run the rollover during the summer, to prepare the School for the new year
- To update car details for staff
- To update scholarship information, Head Girl team notes, family notes, photo permission etc
- To update confidential learner profiles and health notes
- To manage room bookings and find solutions for clashes
- To carry out any such duties as may be reasonably requested



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Person Specification

The successful candidate will be likely to fit the following profile:

- Excellent communication skills
- Excellent organisational, administrative and ICT skills
- Extensive knowledge of Microsoft Office software, including; Word, Excel, Outlook, PowerPoint and databases
- Previous administrative experience, ideally in an educational setting
- Self-motivated with the ability to work under pressure in a fast-paced environment
- Strong customer service orientation and skills
- A friendly telephone manner
- High levels of personal presentation
- High levels of personal and professional integrity, discretion and confidentiality and awareness of data protection requirements
- Ability to create productive working relationships at all levels
- Enthusiastic team player, with strong interpersonal and problem-solving skills
- Accustomed to working collaboratively within a busy office environment
- Highly flexible, able to multi-task and with determination to overcome barriers
- Commitment to personal professional development and a willingness to develop own skills
- Enthusiasm for education and commitment to the personal and educational development of pupils and to an ethos of respect and service
- Positive rapport and personal warmth to gain the confidence of pupils, staff and parents



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To Apply

Please apply online by clicking on the following link:

<https://unitedlearning.current-vacancies.com/Jobs/Advert/1858350?cid=1567>

Closing date for Applications:

8:00am, Friday 31 January 2020

Interviews to be held week commencing:

3 February 2020

*Please note that the School reserves the right to appoint at any stage during the recruitment process.
For any queries relating to the role or your application, please email recruitment@surbitonhigh.com*



The Benefits of Working for Surbiton High School

- Competitive Salary
- Extensive CPD Opportunities
- Flexible Working
- Complimentary School Lunches
- Fee reduction for children attending the School
- Contributory Pension Scheme
- Sabbaticals for long service
- Generous Rewards Programme
- Excellent transport links
- Working as part of a motivated and committed team



About Surbiton High School

We aim to inspire, encourage and empower our staff and pupils to be the very best they can be

Surbiton High School is a friendly and vibrant community where people matter, results count and where a passion for excellence drives everything we do. We are a school with a real heart and soul, where we look beyond the A* to offer a breadth of opportunity which allows every pupil to flourish and every staff member to develop and succeed.

Our inspirational teachers are committed to delivering a rich curriculum and programme of co-curricular activities which challenge our pupils to explore ideas for themselves. We feed our pupils' minds, but we also care passionately about their character development and happiness. Our approach to education means that Surbiton High School pupils achieve the very best exam results and are also compassionate, authentic young people with strong values, keen to make a positive difference in the world. Our Educational Support Staff are the backbone of the School, and are dedicated to supporting our aim of creating an intellectually rigorous and challenging academic environment which runs smoothly and efficiently.

Surbiton High School has approximately 1600 pupils aged between 4 and 18. Our Preparatory Schools are divided into the Girls' Preparatory School and Boys' Preparatory School, and the Senior School is girls only from age 11 upwards.

We are looking for applicants who are passionate about inspiring those around them, bringing out 'The Best in Everyone' and working with us to become the number one School of choice in South West London.

Read more on our website: www.surbitonhigh.com



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Additional Information

Equal Opportunities

Surbiton High School is a member of the United Church Schools Trust, Charity Number 1016538 and is an equal opportunity employer. We expect all employees to act in a manner which is consistent with the Trust's principal objective: to provide education based on Christian principles. While we recognise that employees may come from other faith groups (as indeed do many of our pupils), we expect everyone in our community to conduct themselves appropriately in the light of this objective. As a School we, in turn, respect the different faiths of our colleagues and pupils, and welcome them and their contribution.

In Surbiton High School, male colleagues and those from ethnic minorities are under-represented among our staff; we would therefore wish to encourage them to apply. However, the aim of the selection process is to appoint the best possible candidate, and gender and ethnicity are not criteria for selection.

Eligibility for Employment

Surbiton High School is committed to safeguarding and promoting the welfare of children and young people and expects all who work at the School to share this commitment. Successful applicants will be subject to an Enhanced Disclosure from the Disclosure and Barring Service (DBS). Any offer of employment is thus conditional on clearance from the above, on the receipt of: two satisfactory references, a satisfactory medical questionnaire, proof of qualifications, overseas checks where applicable, and proof of right to reside and work in the UK.

Choice of Referees

We wish to have someone who can write knowledgeably about your abilities to perform professionally in a position similar to this one. We also need to have the most recent possible references. Your referees should therefore normally include your current – or most recent – employer. If you are unable to supply referees who fit into the above categories, please explain this in your application. We shall carry out such further reference checks as are necessary to ensure the safety and welfare of children. Please provide professional, rather than home addresses for your referees, and supply email addresses in all cases.



United Learning

United Learning is a unique group of independent and state schools working together to achieve the best in everyone. Our vision is to provide excellent education so that all young people are able to make a success of their lives and, if we are to realise this vision, we need to make sure we attract, develop and reward the key ingredient – you.