



SHREWSBURY HOUSE SCHOOL TRUST Job Description

Shrewsbury House School is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment.

Role/Job Title: Data Systems Operator (Permanent)

Reporting Line Manager: Director of Finance and Operations

Job Purpose: The Data Systems Operator is responsible for the input, management and control of data related to the School's MIS, future schools tracking and future school exams, assessments, testing and other systems that facilitate communication between staff and parents. Some work may be required to support the other schools within the Trust.

Main duties & responsibilities:

- Managing the MIS (SchoolBase):
 - Manage the database information for parents, staff and pupils.
 - Manage the database side of the report writing process, preparing the templates for reports and progress cards and then publishing them and responding to any subsequent queries from parents.
 - Produce and distribute guidance notes to parents and staff to facilitate their use of the system.
 - Upload data, including assessment data, to SchoolBase and produce reports as required for the SLT and HoDs, such as individual pupil data profiles, department specific exam results, Common Entrance and Scholarship results.
 - Manage data relating to plus/ minus, effort and attainment grades, absences etc. in relation to SchoolBase and applying to school reports, and facilitating the use of absence reports by office staff.
- To lead on the data relating to SHS's assessment process for new and current pupils (internal assessment alongside any occasional place assessments);
- Manage assessment data from 7+ assessment day
- Manage standardised data from testing e.g. GL & Atom and upload to SB
- Manage parent evening appointments on SchoolCloud;
- Assist with the implementation of an effective appointment booking system for the annual Future Schools Meetings;
- Using SchoolBase (SchoolBase) to the most of its functionality to support the production of timetables, duty rotas, assessment, etc.;
- Creating Speech Day programme and collating trophies in relation to awards given.
- Manage the various platforms used e.g. MyMaths, Atom, etc. so each pupil has a login
- Manage codes needed for ISEB testing to ensure test process runs smoothly, including allocation of extra time (as advised by SENCO);
- Manage the admin involved in Year 8 mock exams and Common Entrance/Scholarship such as: seating plans, table-name badges etc.;
- Support with data for future schools process through f/s reports, sending to relevant senior schools, specifically looking at secure use of portals and/or drop box type technology;
- Facilitate the use of SchoolBase for the capture of Future Schools data (i.e., tracking the schools applied to along with outcomes);

- To support the integration of web portals and databases;
- Provide technical support to staff, in relation to use and production of data;
- To work with staff to understand the often disparate needs within each department, to ensure the best fit of technology and how best it can be employed in fully supporting those needs;
- To work closely with members of the Senior Leadership Team (SLT) to diagnose training needs and ensure the delivery of a programme of training for staff;
- Provide in-house training as appropriate to staff;
- Supporting Sports Dept with scoring systems during such events as:
 - House football / rugby
 - Swimming galas – team selection proforma’s and scoring system for the galas
 - Sports Day
- Design and development of ICT-based administrative processes and procedures, creation of technical and non-technical documents and guidance as required;
- To create and support the management of programmes for events and bookings;
- Assist staff with minor ICT related problems and attend staff meetings as required to cover IT topics and operational issues;
- Respond to specific requests from the SLT for the design and development of administrative processes and/or procedures;
- In conjunction with all staff of the Trust, support, promote and act within the Trust’s Safeguarding Policies;

School Trust

- Support the aims and core values of the Trust and adhere to all policies and procedures;
- To attend regularly and contribute to all necessary assemblies, staff meetings, etc. and to attend parents’ evenings and major school events when required;
- To develop and maintain professional, productive relationships with all staff members;
- To be aware of equal opportunities and to demonstrate these principles in all aspects of work;
- To understand the Trust’s health and safety policy and to work within its guidelines;
- To be aware of your responsibility for promoting and safeguarding the welfare of young persons whom you have contact with during the course of your duties;
- Any other reasonable project or duty assigned by your Line Manager and/or the Executive Head.

Whilst every effort has been made to explain the main duties and responsibilities of the post, employees will be expected to comply with any reasonable request from the Executive Head to undertake work of a similar level that is not specified in this job description.

This job description may be amended at any time following discussion between the Executive Head and member of staff.

Employee: _____

Date: _____

PERSON SPECIFICATION

- Formal IT qualifications are desirable.
- School based experience is desirable.
- Experience of managing a MIS database.
- Excellent administrative skills, with advanced Microsoft Excel, Word, Office 365 and Google platform skill level.
- Proven customer service experience.
- Excellent communication skills (in person, on the telephone and in writing).
- Friendly and positive demeanour.
- Experience of working in a busy environment with the ability to prioritise tasks.
- Self-motivated and enthusiastic with a proactive 'can do' attitude.
- Discretion and confidentiality.
- Ability to work in a team.
- Ability and willingness to learn new systems.
- A good listener, able to interpret the vision and align it with suitable technological solutions.