



SHREWSBURY  
HOUSE  
SCHOOL  
FOUNDED 1865

## Candidate Information Pack

Data Systems Operator

## Welcome from the Executive Head

Thank you for your interest in Shrewsbury House School. Appointing the right staff is arguably the most important role of a school. The staff here are committed to getting to know applicants well during the application process and giving them the opportunity to get to know us too.

I am incredibly proud of my colleagues here at Shrewsbury House – not only their expertise and professionalism but also their warmth and pupil-centred approach. I hope to welcome you to the School.

**Mrs Joanna Hubbard**  
Executive Head

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Time has not stood still at Shrewsbury House: the best traditions have been maintained but this is very much a school looking forward, not back. The boys have a genuine sense of pride and are articulate, polite and confident.

The Good Schools Guide





## Shrewsbury House School

Established in 1865, Shrewsbury House School is one of England's oldest boys' Preparatory Schools and educates boys from the ages of 7 to 13 years.

At age 13, our boys move up to their senior schools as intellectually curious young men who have had numerous opportunities to shine and reach their full potential. At Shrewsbury House, each boy is recognised as an individual and their efforts and attainment are duly celebrated.

Inclusivity is central to Shrewsbury House School's ethos and all boys regularly will take on new challenges to extend them beyond their previous encounters. Every boy will perform in his annual Year Group

Concert and Play. Every boy has the opportunity to represent the School in the three main competitive sports of football, rugby and cricket. Opportunities are wide and frequent for the boys to take part in a broad range of inter-prep and national academic, sport and cultural events. The six years your son will spend in his Prep School are critically influential in developing strong independent learning skills and a robust work ethic; these in turn will provide solid foundations for future success.

Aside from the fact that our boys go on to the top senior schools and are very successful in winning highly prized Scholarships and Awards, they are also

kind and compassionate individuals. Our boys develop strong independent learning skills, and a mindset where new challenges will be welcomed, where a confident, happy keenness to 'have a go' will override the fear of failure and where a robust work ethic will be established, all of which will help to ensure their success at their senior school and way beyond.

Shrewsbury House's motto '**Alta Peto**' means 'aim high'; we are extremely fortunate that our boys – past and present – have contributed so much to the rich fabric of Shrewsbury House School and continue to aspire to our School motto.

## Aims and Values

We aim to develop independent, curious and passionate learners to succeed in a changing world.

Respect

Perseverance

Integrity

Compassion

Aspiration

We actively promote democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs. These are the Fundamental British Values which underpin all that we offer.

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**Shrewsbury House values – respect, perseverance, integrity, compassion and aspiration – permeate everything and the school's motto, *Alto Peto*, is also in evidence, reminding pupils to 'aim high'. Prep schools in this neck of the wood can have something of a reputation as hot houses but this does not feel like one of them, although the curriculum is challenging and rigorous.**

The Good Schools Guide

## Working at SHS Trust

Shrewsbury House is an academically rigorous school. The boys, from 7-13, are highly able and benefit from being stretched intellectually and nurtured pastorally.

Teaching at Shrewsbury House affords the opportunity to prepare boys for some of the most competitive world-class senior schools. The following schools are regular destinations for our boys: Charterhouse, Cranleigh School, Eton College, Epsom College, Hampton School, Harrow School, King's College School (Wimbledon), Radley College, Reed's School, St John's School, St Paul's School, The Royal Grammar School (Guildford), Tonbridge School, Wellington College, Winchester College and Westminster School. We recruit subject specialists who have experience in a variety

of different spheres. Opportunities for extensive CPD abound and staff members are encouraged to attend courses regularly. Mentoring is a feature of working within the Trust, and many staff members, both teaching and support staff, take advantage of this supportive structure. Furthermore, there are opportunities for all staff members to engage socially, fostering a collaborative and inclusive workplace culture.

Teaching at Shrewsbury House is not for the faint-hearted and it will only suit those who are committed to delivering a world-class education and genuinely love what they do. Teaching at Shrewsbury House is about empowering boys and creating an environment in which everybody is somebody and where boys are prepared for life, not just for a future school. We cater

for the academically gifted as well as all-rounder candidates.

Shrewsbury House School is committed to providing the very highest standard of teaching and pastoral care possible. Our staff are dedicated and incredibly generous with time, going to great lengths to ensure that each child settles in, is well looked after and happy at school.

Recognising that our staff are our greatest asset, we ensure that our recruitment, induction, training, and growth opportunities are designed to recruit and retain staff who are experts in their field. This commitment extends to both teaching and support staff, emphasising the importance of every role within our vibrant educational community.

## Shrewsbury House School Trust

Shrewsbury House School Trust is a charitable Trust and operates three independent fee-paying day schools that seek to provide the best possible educational experiences for children.

**The Rowans** based in Wimbledon is a co-educational school for children aged between 3 and 7, providing a nurturing and welcoming start to school life, especially during those early years when key social skills and attitudes are acquired and developed for life.

The Rowans have a long-standing reputation for academic and all-round excellence and every teacher takes great pride in the achievements of each child.

**Shrewsbury House Pre-Preparatory School** based in Esher is a co-educational school for children aged between 3 and 7; providing a foundation for life; not just academically but socially and emotionally. Shrewsbury House Pre-Preparatory School prides itself in developing the whole child against a background of academic excellence in a loving and caring environment.



# Job Description

Role/Job Title	<b>Data Systems Operator (Permanent)</b>
Reporting Line Manager	<b>Director of Finance and Operations</b>

## 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.

## 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.



## Working at Shrewsbury House - Benefits

- Competitive salary for all roles
- Pensions: access to a competitive all staff pension scheme
- Death in Service Insurance
- Training and development opportunities
- Laptops issued to academic and support staff
- Wellbeing time where staff are able to experience wellbeing activities such as Pilates, art classes and sport
- Lunches are provided to staff at no cost during term time
- Complimentary hot drinks are available throughout the day
- Employee assistance programme (EAP) – a confidential, counselling service available to all staff
- Membership Personal Health Plan
- Cycle to work scheme
- Mentoring programme

Regular staff meetings, termly whole school meetings, a generous INSET budget, annual social events and a friendly staff room, those who join Shrewsbury House School Trust are welcomed with a warm, respectful and supportive environment to work in.

### Recruitment and Selection Policy Statement

Shrewsbury House School is fully committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Any offer of employment will be subject to the receipt of an enhanced DBS (Disclosure and Barring Service) disclosure, satisfactory references, medical clearance and proof of legal right to work in the UK.

### Equal Opportunities Statement

Shrewsbury House School is an equal opportunities employer and its policies, including the need to guard against false assumptions based on an applicant's gender, race, colour, nationality, ethnic or national origins, disability, religion, age, marital status, working pattern, are followed at all stages of the selection procedure.

### Staff Member Privacy Notice

Shrewsbury House School Trust Human Resources Department ensures that the recruitment process and the related processing of applications adheres to the requirements of the General Data Protection Regulation, May 2018. Please click below to read the Staff Member Privacy Notice, which includes details relating to the processing of applications.

If you do have any queries relating to this Privacy Notice, or require any further information relating to the processing of any of your personal data, please feel free to raise them with Mr Angus Harper, Director of Finance and Operations: [aharper@shstrust.net](mailto:aharper@shstrust.net)

The above statements are available to download under the vacancies section on our website.

## How to Apply

Applications should be emailed to Human Resources at [recruitment@shstrust.net](mailto:recruitment@shstrust.net)

Applicants will be considered as they are received and the school reserves the right to appoint at any point during the application process. Interviews to be held as soon as possible.



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The quality of the pupils' academic and other achievements is excellent.

ISI Inspection Report



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SCHOOL  
FOUNDED 1865

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