

Information pack for the role of

# Data Systems Administrator



Closing date: 9am, Thursday 20 March 2025

Interview date(s): To be confirmed

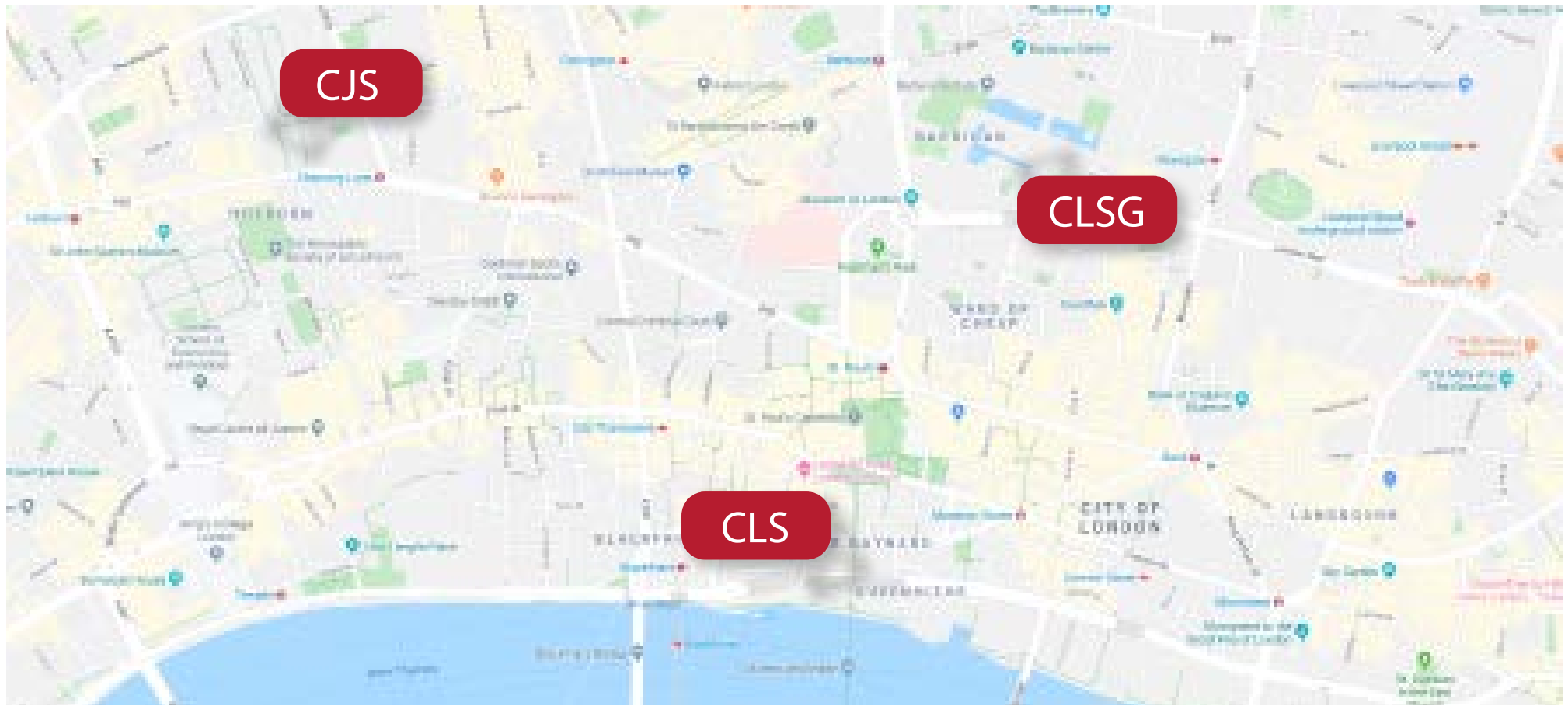
# Job Description

The **Data Systems Administrator** will be responsible for the administration of some of the messaging systems (e.g. parent evenings systems) and other database driven applications. They will also be expected to deputise for the Data Systems Managers in all matters relating to data management and the Schools' Intranet.

City Schools (City of London School, City of London School for Girls and City Junior School) operate a shared services model for the professional services departments. The successful candidate will need to work as part of the Data Team supporting issues relating to the data requirements of the three schools, with primary focus on City Junior School. This will involve assisting the Data Systems Managers to run SQL reports, set up and maintain user accounts and to deal with IT requests related to the school's Management Information System (MIS) and other databases. Two Data Systems Managers are highly experienced and will support Data Administrator to learn all the appropriate tasks and processes.

<b>Job title:</b>	<b>Data Systems Administrator</b>
<b>Department:</b>	City of London School (CLS), City of London School for Girls (CLSG) and City Junior School (CJS)
<b>Grade/Salary:</b>	<b>Grade C</b> £36,900 to £40,850 per annum
<b>Hours of work:</b>	The role is full time.
<b>Location:</b>	CLS, CLSG and CJS

# School Locations



City of London School  
107 Queen Victoria Street, London EC4V 3AL



City of London School for Girls  
St. Giles' Terrace, Barbican, London EC2Y 8BB



City Junior School (opened Sept 2022)  
4 Gray's Inn Place, London, WC1R 5EY

# Main Responsibilities

## General

- 1 Assist in the use of database client software and managing backend databases
- 2 Facilitate data extraction from databases using MS SQL
- 3 A good working knowledge of MS Excel is required
- 4 Assist in the development of the MIS (ISAMS) and its implementation ensuring industry compatibility and up-to-date hardware/software
- 5 Provide training to staff as necessary
- 6 Coding experience would be advantageous
- 7 Assist Data Systems Managers in the processing and analysis of examination results
- 8 Assist the Data Systems Managers in making available public examination results to staff, parents and students
- 9 Assist in the processing and analysis of reports
- 10 Understand and support the curriculum timetable
- 11 To provide technical support for data systems to users, as necessary
- 12 Assist with the development and administration of the school's SharePoint Intranet
- 13 Actively seek to implement the City of London's Occupational Health and Safety Policy in relation to the duties of the post, and at all times give due regard to the health and safety of both themselves and others when carrying out their duties
- 14 Actively seek to implement the City of London's Equal Opportunity Policy and the objective to promote equality of opportunity in relation to the duties of the post
- 15 To undertake any other duties that may reasonably be requested appropriate to the grade

# How to Apply

Please apply online via the job listing at [www.cls.org.uk](http://www.cls.org.uk).

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The Schools are committed to safeguarding and promoting the welfare of young people and requires the same commitment from all their staff.

Appointments are subject to satisfactory references, the receipt of an enhanced Disclosure and Barring Service certificate, medical clearance, confirmation of the right to work in the UK and overseas police checks where necessary. The schools undertake further checks as necessary including prohibition from teaching and management checks. This post is exempt from the Rehabilitation of Offenders Act 1974.

We welcome applications from all sectors of the community as we aspire to attract staff that match the social and cultural diversity of our pupil intake.