

# CANDIDATE INFORMATION PACK

Systems Analyst

**LEH**

LADY ELEANOR HOLLES

**BOLD BEGINNINGS  
START HERE**



A woman with short brown hair, wearing a bright red button-down shirt, is smiling warmly at the camera. She is standing in a brightly lit school hallway with blurred lockers and doors in the background. The overall image has a clean, professional feel with a red and white color scheme.

# A MESSAGE FROM THE HEAD

Thank you for your interest in LEH and in joining our team. At LEH, we combine ambition with joy to create something extraordinary. We want our pupils – and our staff – to reach for the highest goals in a happy and supportive environment.

With almost a thousand pupils from Year 3 to Year 13, our girls are some of the most academically able in the UK. We have a moral imperative to help them realise their potential and to provide an education that gives them the confidence to feel brave and undaunted about their future achievements and impact.

Our strategy, *Facing the Future Undaunted*, captures what we stand for: brave learning, imaginative thinking, and joyful discovery. We are one of the UK's leading independent girls' schools, and we are proud that our pupils consistently achieve some of the best results in the country – but what matters most is that they leave us feeling fulfilled, confident, compassionate, and ready to take on the world.

We are looking for colleagues who share our excitement, our high expectations, our ambition and our sense of fun. If that resonates with you, we would love to hear from you.

Best wishes

**Rowena Cole**  
*Head*



## OUR VISION

LEH provides girls with a distinctive education that prepares them to take their place at the table, in the room and in the world, in their chosen sphere.

## OUR MISSION

LEH fosters a culture that supports every pupil to achieve excellence and success, both shared and individual, to be fulfilled, and to have significant impact in every way she chooses.

## OUR VALUES

- We choose to succeed.
- We rise to challenges.
- We lift those around us.
- We inspire trust.
- We encourage personal agency.
- We embrace joy and laughter.



# OUR STRATEGY

In an external environment as changeable and unpredictable as ours, knowing the strength, capability and character of our pupils, their ambitions for the future and the impact we know they will have in the years to come, is what fuels us with much-needed hope and optimism.

This is what sits at the core of LEH's strategy: [Facing the Future Undaunted](#). It's a declaration of our aims and ambition for LEH and for every pupil, and it sets out our collective goals as a school community over the next few years. Shaped with the involvement of our pupils, parents, staff, alumnae and governors, our strategy embodies all that we stand for as a school for highly capable girls.

Our four core strategic objectives are what guide the work of everyone at LEH:

## 1. A Bold Voice for Girls' Education

We will push forward the boundaries of educational knowledge, informed by research that focuses on delivering the best possible education for girls.

## 2. Academic Excellence in Every Area

We will deliver consistent academic excellence and provide an outstanding educational experience for bright girls, offering stretch and challenge in a context of kindness and care.

## 3. A Culture of Success for All

We will enable a culture of success for all, where everyone is expected to deliver their best for themselves and for each other.

## 4. A One-School Approach

We will harness the strength of being one school, delivering an outstanding joined-up education.

# ABOUT LEH



LEH is one of the UK's leading independent schools, providing highly capable girls with a distinctive education that prepares them to take their place at the table, in the room and in the world, in their chosen sphere.

As a selective independent school for girls aged 7 to 18, we believe that academic ambition and personal happiness are not mutually exclusive. In our classrooms, corridors, and across our 24 acres of playing fields, you'll find a culture of relaxed excellence; a place where pupils are encouraged to think deeply, question boldly, and engage in spirited, respectful debate.

Here, challenge is not something to be feared but embraced – because it comes with the right support. Our teaching goes beyond the curriculum, nurturing curiosity, independence, and a love of learning that lasts a lifetime. We don't just teach girls what to think, but how to think – equipping them with the critical thinking skills and intellectual confidence to thrive at school and far beyond.

LEH was founded more than 300 years ago. Today, we are proud to be a school like no other with a rich history and a forward-focused vision.



## WHY WORK AT LEH?

Working at LEH means being part of something extraordinary.

- **Exceptional Pupils:** Our girls are highly capable, curious, spirited, and full of potential. They are a joy to teach and inspire us daily with their enthusiasm, kindness, and determination.
- **Academic Excellence:** LEH consistently ranks among the top schools in the UK, with pupils achieving outstanding results and progressing to leading universities around the world.
- **Innovation and Ambition:** We don't stand still. Our teaching and learning is forward-looking, creative, and research informed. You'll have the freedom to innovate – and the support to make it a success.
- **A Community that Celebrates Joy and Laughter:** LEH is alive with energy. Whether it's on the sports field, in the theatre, the music studio, or in the lab, our pupils throw themselves into school life with passion and fun and we're proud that they perform at the highest levels.
- **Professional Growth:** We invest in our people. From leadership opportunities to excellent professional development, we want you to thrive here just as much as our pupils do.
- **Exceptional Facilities:** From state-of-the-art science labs to a professional theatre and outstanding sports complex, you'll have the tools and spaces to bring learning to life, all set in 24 acres of green fields. We also have parking and bike racks on site for all staff.
- **Reward and Recognition:** Competitive salary and benefits, complimentary tickets to outstanding drama and music productions, free lunch, and access to our superb facilities are just the start.

LEH is a place where careers are enriched, where talent is celebrated, and where joy is part of every day.



# SAFEGUARDING STATEMENT



All staff working at LEH will have some contact with children and will therefore be in regulated activity. Staff with teaching duties will be responsible for the pupils that they teach and may also have additional specific pastoral or other responsibilities for other pupils they do not teach. In addition, all staff will regularly interact with pupils who may seek assistance or otherwise interact with them whilst moving around LEH.

In all cases, the post holder's responsibility for promoting and safeguarding the welfare of the pupils is to adhere to and ensure compliance with LEH's safeguarding policies and procedures at all times. The post is exempt from the Rehabilitation of Offenders Act 1974 and LEH is therefore permitted to ask job applicants to declare all convictions and cautions (including those which are "spent" unless they are "protected" under the DBS filtering rules) in order to assess their suitability to work with children.

LEH is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All applicants must be willing to undergo child protection screening, including checks with past employers and the Disclosure and Barring Service (DBS).

## **OUR COMMITMENT TO INCLUSIVITY AND EQUAL OPPORTUNITIES**

At LEH, we believe in the power of education to transform lives and the importance of diversity to enrich these transformations. We are committed to creating and maintaining a welcoming and inclusive environment for all that celebrates the unique identities, abilities, and aspirations of each member of our school community.

# ABOUT THE SENIOR SCHOOL



At LEH, we believe that academic ambition and personal happiness go hand in hand. Our selective Senior School welcomes highly academic pupils from Year 7 to Year 13, achieving some of the highest public examination results in the country. But our focus extends beyond academics, with a strong emphasis on balance, joy and personal fulfilment.

In our classrooms, corridors, and across the playing fields, you'll find a culture of relaxed excellence – a place where students and staff are encouraged to think deeply, question boldly, and engage in spirited, respectful debate. Challenge is embraced, supported by a community that values curiosity, creativity, and care.

Our teaching goes beyond the curriculum, nurturing a love of learning that lasts a lifetime. We equip pupils with the intellectual confidence and critical thinking skills to thrive at school and beyond.

Life at LEH is enriched by an outstanding co-curricular programme, where girls flourish in the creative arts, on stage, in music, on the sports fields, and through countless opportunities to pursue their passions and develop new talents. Whether performing in our theatre, creating in our studios, or leading clubs and societies, pupils – and the staff who inspire them – are encouraged to explore their full potential.

Joining LEH means becoming part of a vibrant, forward-looking community that values excellence, wellbeing, and the joy of lifelong learning.

# ABOUT THE ROLE

THE ROLE	Systems Analyst
REPORTING TO	Director of Information Systems
TERMS OF EMPLOYMENT	Permanent, Full-Time
START DATE	February/March 2026
SALARY	£35,000 - £40,000 per annum (dependent on experience)
LOCATION	Hampton, London

## OVERVIEW

We are seeking a proactive and technically skilled Systems Analyst to support end user applications to derive the best use of systems by the development, automation, and optimization of applications and systems across the school. This role involves working closely with academic and administrative staff to improve operational efficiency, manage IT-related projects, automate workflows using tools like Power Automate and develop scripts to enhance system functionality and integration with end user applications.

Please refer to the person specification for the requirements of what attributes the ideal candidate would have. We welcome applications from candidates with backgrounds in different sectors or with the skills/experience that may help them to bring a new perspective to our work. When applying, please do set out clearly how the knowledge, skills, and experience that you bring would help you to achieve this key role, whatever your prior experience.

### Hours of Appointment

This is a permanent, full-time position, working 37.5 hours per week from 8:30 am - 5:00 pm (Monday - Friday).

### Notice Period

During the 6-month probationary period, the period of notice will be two weeks on either party. After successful completion of the probationary period, the notice will be 2 months or the statutory minimum, whichever is greater.

### Holiday Entitlement

The holiday entitlement is 20 paid working days per year plus the 8 bank holidays. Holidays would normally be taken out of term time.

### Pension

Non-teaching staff may join LEH's Stakeholder Pension Scheme. This is a defined contribution pension scheme; provided the employee contributes 6% of gross salary, the employer will contribute a further 10%.



# KEY RESPONSIBILITIES

- Collaborate with teaching and support staff to understand user needs and translate them into technical solutions.
- Analyse and document school processes, system requirements, and data flows to ensure end user needs are met and improved on.
- Design and implement automated workflows using Microsoft Power Automate to streamline school operations.
- Continuously support the integration of school systems and ensure data accuracy and security to ensure end users have a seamless process with appropriate training jointly with IT Support team.
- As a member of the IT Support team, provide technical support and training to staff on system usage and automation tools to support end users.
- Coordinate and communicate with external vendors and internal teams to ensure timely delivery of project milestones.
- Experience of managing third-party applications, examples of key applications include, Classoos for digital books, Groupcall and Wonde, School Cloud -Room Booking and Parent Evening, My School Portal, SOCS, Salamander, Cloud Design Box for population of Teams from classes, Invenry signing in system, Evolve, ParentPay and school Calendars etc.
- Be a member of the non-teaching Digital Leaders.

## General

- Take part in such staff training as may be agreed.
- Undertake such other duties which may be reasonably required.

## Safeguarding

- Adhere to school policy on safeguarding and updating training as required.
- Ensure the safeguarding and well-being of children and young people at the school in accordance with school policies.

# PERSON SPECIFICATION:

## Systems Analyst

### QUALIFICATIONS AND EXPERIENCE

CRITERIA	ESSENTIAL	DESIRABLE
Educated to level 3 (A Levels or equivalent) preferably in IT related area	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Educated to level 4 (Degree or equivalent) preferably in IT related area	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Experience with MIS platforms (e.g., SIMS)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Experience of working in the education sector	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Certifications in business analysis, project management (e.g., PRINCE2, Agile), or scripting languages	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Experience of data analysis and presentation	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Strong understanding of management systems and IT infrastructure	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Demonstrated experience managing projects from initiation to completion.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Knowledge of Microsoft 365 administration, SharePoint, and Teams and AD	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Have strong planning and organisational skills, with a flexible approach to task management.	<input checked="" type="checkbox"/>	<input type="checkbox"/>

# PERSON SPECIFICATION:

## QUALIFICATIONS AND EXPERIENCE

CRITERIA	ESSENTIAL	DESIRABLE
Experience of meeting customer needs	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Experience administering and maintaining systems and applications	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Experience supporting digital transformation	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Advanced Excel skills, for manipulating and presenting data	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Basic knowledge or understanding on developing and maintaining scripts (e.g., PowerShell, Python, JavaScript) to support data integration, reporting, and system maintenance	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Comprehensive understanding of relational databases	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Strong English grammar and attention to detail	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ability to work under pressure and to meet deadlines/targets	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Microsoft SQL Server administration	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Microsoft Power Automate / Power BI report development	<input type="checkbox"/>	<input checked="" type="checkbox"/>



# OUR STAFF BENEFITS



## Teachers' Pension Scheme / LEH Group Pension Scheme

Access to the generous Teachers' Pension Scheme, ensuring long-term financial security in retirement.

Non-teaching staff are eligible to join the LEH Group Pension Scheme, a defined contribution scheme (with life assurance) designed to support long-term financial wellbeing.



## Healthcare cash plan

A healthcare cash plan is provided to help with the cost of everyday health expenses such as dental, optical, and physiotherapy treatments.



## Cycle to work scheme

Take advantage of the Cycle to Work Scheme, enabling savings on bicycles and accessories while encouraging a healthier commute.



## Relocation assistance package

Financial support is available to assist with the costs of relocating, making your move to the area as smooth as possible.



## School fee reduction

Significant reductions in school fees are available for staff members with children enrolled at the school. LEH also has an arrangement for fee reduction for staff with children attending Hampton School.



## Employee Assistance Policy

A confidential Employee Assistance Programme offers free support, advice, and counselling for both personal and work-related matters.



## Free lunches, tea and coffee

Complimentary lunches are provided daily, along with unlimited tea and coffee throughout the day.



## 24-acre campus with superb facilities

Enjoy working in a beautiful 24-acre campus featuring modern teaching spaces, sports grounds, and tranquil outdoor areas.



## Free parking on site

Free and secure on-site parking is available for all staff.



## On-site library access

Staff have full access to the well-stocked on-site library for personal and professional development.



## Use of swimming pool

Enjoy use of the school's swimming pool at designated times, supporting health and wellbeing.



## Annual flu jab

An annual flu vaccination is offered to staff on-site to help maintain health during flu season.

# APPLICATION PROCESS



We welcome applications from all suitably qualified people and aim to employ a culturally diverse workforce.

Application Method:	Please complete an application form via the link: <a href="#">APPLICATION FORM</a> (CVs will not be considered and should not be submitted)
Closing Date:	Monday, 19 January 2026.
Shortlisting Date:	Tuesday, 20 January 2026.
Interview Date:	Week commencing 26 January 2026.

 @LEHschoolOfficial  @lejuniors LEHSchoolOfficial

# BOLD BEGINNINGS START HERE

**LEH**  
LADY ELEANOR HOLLES

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