



# SURBITON

HIGH SCHOOL

## Job Description

<b>Job Title:</b>	<b>Database Assistant and Application Support</b>
<b>Job Purpose:</b>	To work with the Manager of Information Systems to maintain a high level of service to users and provide specialist support for some essential school systems.
<b>Reporting Line:</b>	MIS Manager
<b>Start Date:</b>	ASAP
<b>Tenure:</b>	Part time, Term Time Only (to include two weeks during the summer holiday)
<b>Salary:</b>	Competitive

### Key Responsibilities:

- Overseeing the transfer of data to external organisations such as:
  - Apple School Manager
  - Classroom Monitor
  - Classoos
  - Doodle
  - Dynamic Learning
  - Kerboodle
  - Show my Homework
  - Microsoft School Data Sync
  - SOCS
  - Toucan Tech
- Dealing with all data requests from United Learning
- Dealing with all data requests from other agencies such as:
  - Department of Education (including annual census and public exam results)
  - ISC (including annual census and public exam results)
  - ISI (ongoing)
- Liaising with teaching staff in need of application support, for example:
  - Helping staff learn how to apply mail merge in Word
  - Training staff on how to analyse results in Excel.
  - Supporting staff in the use of Doodle, Show My Homework and SOCS
- Carry out any such duties as may be reasonably required



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## Person Specification

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

### Qualifications (Desirable)

- A-Level and/or Degree in Computing or similar

### Skills

- Excellent knowledge of databases
- Excellent SQL skills
- Excellent knowledge of Microsoft Excel
- Thorough knowledge of Microsoft Office and the ability to learn new applications
- Ability to assist users who are having difficulty using applications
- Attention to detail
- Troubleshoot problems and investigate/provide a solution
- Excellent organizational, administrative and general ICT skills

### Experience

- Previous experience working with databases
- Previous experience gathering and analyzing data for varied audiences
- Previous experience providing application support

### Knowledge

- SQL
- Microsoft Excel
- Microsoft Office/Office 365

### Personal Qualities

- Willing to take ownership of tasks and to see them through to completion
- High levels of personal and professional integrity and the ability to exercise discretion and confidentiality
- Personal warmth to gain the confidence of pupils and staff
- Positive rapport with pupils and staff
- Good attention to detail
- Ability to communicate concisely and sensitively, both orally and in writing, to a variety of audiences
- Ability to work occasional evenings and weekends, when required
- A healthy sense of humour

### Attitudes

- A team player with leadership qualities
- A reflective and flexible approach
- Organized and able to self-direct
- Positive, enthusiastic and energetic approach to life, with a can-do attitude
- Ability to think creatively and imaginatively
- Committed to the Surbiton High School's ethos
- Committed to professional development and show a willingness to undertake appropriate training for this role



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## To Apply

Please apply online by clicking on the following link:

<https://unitedlearning.current-vacancies.com/Jobs/Advert/1451378?cid=1567>

**Closing date for Applications:**

**8:00am 29 November 2018**

**Interviews to be held week commencing:**

**3 December 2018**

*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](mailto: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.



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Read more on our website: [www.surbitonhigh.com](http://www.surbitonhigh.com)

## 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 on 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.*