

## Job Description – Data and Systems Administrator, St James Schools

We would like to appoint an experienced individual to join the school's IT team and take up the new post of Systems Administrator. The successful applicant will need to be dynamic and proactive and able to work within a busy department and satisfy often conflicting requirements in a calm and efficient way. They will support the Head of IT and will be responsible for managing and operating the Schools' systems and software. Previous experience of working in a school is desirable.

The school is committed to safeguarding and promoting the welfare of children and young People and expects all staff and volunteers to share this commitment.

<b>Job Title</b>	<b>Data and Systems Administrator</b>
<b>Reports to</b>	<b>Head of IT</b>
<b>Main Terms</b>	<p><b>Normal hours:</b> 8.00am to 4.30pm, Monday to Friday, all year round</p> <p><b>Location:</b> This is a multi-site role with 80% of time spent at W14 (London) and 20% at TW15 (Ashford Surrey). This may vary according to the needs of the School from time to time.</p> <p><b>Benefits:</b>            Generous holiday entitlement, 30 days per annum plus 3 days during school closure at end of every calendar year (in addition to bank holidays)</p> <p>Group personal pension plan</p> <p>Free lunch provided in staff canteen during term time</p> <p>Life assurance cover</p>
<b>Responsibility</b>	Administering all software for St James Schools i.e. Nursery, Preparatory, Senior Girls' and Senior Boys'.
<b>Main Duties and Responsibilities</b>	<p>Act as the system administrator for the schools' Management Information System (currently SchoolBase with scope to change)</p> <p>Act as administrator for the schools' SAAS applications such as Firefly / MS365</p> <p>Act as administrator for teaching and business software. Ensure the smooth and effective function of the systems and software across the schools.</p> <p>Ensure all student and staff records are updated in a timely manner.</p>

<b>Main Duties and Responsibilities continued</b>	<p>Support staff in their use of MIS and other systems. Provide up to date training as required, ensuring software is used accurately and in a standardised manner by all.</p> <p>Responsible for the annual roll-over and new intake of pupils and staff. Managing staff and pupil joiners and leavers throughout the year</p> <p>Produce and manage reports upon request from staff.</p> <p>Ensure data for pupil-premium students is correctly recorded.</p> <p>Collect and update FFT/MidYis (or equivalent) data in liaison with the Deputy Head academic.</p> <p>Assist with the IT helpdesk ticket distribution amongst the IT team.</p> <p>To liaise with 3rd party software vendors for the regular upgrade of our systems and software.</p> <p>To check all database platforms are backed up and retrievable in case of DR.</p> <p>The co-ordination and production of accurate, valid and timely UK statutory returns such as ISC and DfE Censuses;</p> <p>Participate in projects to migrate data to a new MIS and improve business processes</p> <p>Train system users and provide advice and support to support staff and teachers</p> <p>Centralise, update and maintain a compliance register to include all academic and IT policies</p> <p>Centralise, update and maintain a software register for teaching, and business critical platforms</p> <p>Be the central point of contact for the administration, termination and renewal of teaching software and other administrative platforms</p> <p>Be responsible for rollover of data between school years</p> <p>Perform additional duties as assigned by the Head of IT</p>
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<p><b>Essential skills</b></p>	<p>A relevant degree, or equivalent qualification or work experience</p> <p>Good numerical and analytical skills with the ability to analyse complex problems, advise on appropriate solutions</p> <p>Experience of working with a complex database, such as a student records system</p> <p>Experience and skills in use of query languages and reporting tools to develop and produce a wide range reports, returns and data analysis, including SQL, business-intelligence tools and Excel to intermediate level</p> <p>Proficient organisational and administrative skills, and the ability to prioritise work</p> <p>Strong communication skills, and experience of working successfully with staff at all levels across an organisation to achieve results</p> <p>Ability to work well independently and as part of a team to produce work of a high standard to specific deadlines</p>
<p><b>Desirable:</b></p>	<p>A flexible approach to work and a positive attitude towards change; intercultural sensitivity and discretion</p> <p>Able to maintain strict confidentiality of sensitive data and information</p> <p>Experience of working in a school environment</p> <p>Knowledge and understanding of process evaluation and improvement</p> <p>Up-to-date knowledge of educational legislations, reporting requirements and compliance.</p>

## Person Specification

Possess excellent IT and communication skills.

Have experience in education or relevant commercial experience.

Demonstrate the ability to communicate information clearly and effectively both verbally and in writing at all levels of seniority, both formally and informally.

Contributes fully to an effective team environment; demonstrates willingness to work cooperatively with others to achieve shared goal.

Strong organisational, problem-solving, and analytical skills; able to manage priorities and workflow.

The ability to analyse issues and to find resolution to problems by using a rational, systematic approach.

Late working as necessary to meet deadlines when required.