



## **Aldwickbury School, Harpenden**

### **Appointment of Data Systems Administrator (Part-time, term-time only)**



#### **The School**

Aldwickbury is a highly regarded and ambitious preparatory school, having been founded in Harpenden in 1937, moving to the current site in 1948. The school occupies a fine Victorian house in twenty acres of grounds in pleasant country surroundings. The facilities and resources are excellent, as a result of an extensive programme of development in recent years, and the premises are well-equipped.

The School caters for boys aged between 4 (Reception) and 13 (Year 8), with 370 boys currently in the School; more than at any previous time. Boys from Year 5 may board on a flexible basis in the 33-bed Boarding House. There are some 100 staff at the School.

Aldwickbury looks to develop boys' self-esteem and ensure that they reach their potential in all aspects of school life. Achievements in classwork, drama, art, music, sport and so on are celebrated whenever possible. The School is busy and purposeful, and visitors often comment on the friendly open nature of the boys.

## **The Role**

The role of Data Systems Administrator is a great opportunity for someone with first class IT skills to enjoy a challenging and varied role within part-time hours.

The purpose of the role is to assist the Director of ICT in providing an efficient and professional service, undertaking all aspects of pupil data administration as directed by the Director of ICT and Senior Management Team.

## **Key Elements of the Role**

- Administer, manage and update the School's management information database (Capita SIMS)
- Produce SIMS reports
- Work with Capita to resolve and close issues and errors
- Undertake staff SIMS requests
- Continue to develop the use of SIMS at Aldwickbury School
- Provide SIMS training for staff
- Assist with SIMS year-end procedures during holiday period
- Meet required service levels

This is not an exhaustive list of tasks, and the role includes any other reasonable duties required.

## **Qualifications and Experience**

### **Essential Skills**

- Good understanding and experience of using a management information system
- Experienced user of Microsoft Office, specifically Excel and the use of .CSV files and formulas
- Confident user of ICT

### **Desirable Skills**

- Understanding of Capita SIMS: administration, report writing and data analysis
- Capita Discover
- Capita Solus 3
- Capita Nova-T

## **Personal Qualities and Aptitude**

We are looking for an individual with first rate IT skills who has the aptitude to learn how our SIMS system works and help us further develop the School's pupil data management.

Previous experience of SIMS or working in a school is not essential as we will arrange for the successful candidate to attend training with Capita. We are seeking a person with the following qualities and skills:

- Must be self-motivated and highly organised with the ability to prioritise and manage a wide range of SIMS challenges
- Ability to plan key SIMS tasks, be proactive in the improved use of SIMS at Aldwickbury and demonstrate strict confidentiality administering all data with due regard to data protection
- Good problem solving skills, a calm approach and an ability to communicate clearly with school staff and Capita

### **Salary & Hours**

This is a part-time role of 15 hours per week to be worked Monday to Friday.

The role is for 38 weeks per year, which consists of 36 weeks of Aldwickbury term time, including INSET days, plus two weeks during the school holidays. There is some flexibility over holiday time working such that much of the holiday working could be accommodated, if required, during those periods which coincide with the local state schools still being in session (e.g. the first week of the Aldwickbury summer break in mid-July).

The role offers a competitive salary in the region of £25,500 - £26,500 per annum FTE (actual pro rata approx. £8,500 per annum).

### **Application**

Please email your application form to Mrs Jenny Felgueiras, Headmaster's Secretary ([j.felgueiras@alwickbury.org.uk](mailto:j.felgueiras@alwickbury.org.uk)). This should be accompanied by a covering email or letter which explains how your knowledge, experience and skills make you the ideal candidate for this role. You may also submit a CV with your application if you wish. Please contact Mrs Felgueiras if you have any questions about the role.

The deadline for applications is 12 midday on Monday 25<sup>th</sup> September, with interviews planned to take place on Friday 29<sup>th</sup> September, although the School reserves the right to appoint early.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties.

The offer of a post will be made subject to satisfactory written references and enhanced DBS check.

Thank you very much for your interest in our School, and we look forward to receiving your application.