**Informatics Coordinator**

**The College and The Prep**

The College consists of two inter-dependent fee-paying schools within a single executive structure. The Senior School (pupils from 13 – 18), founded in 1841, is the oldest of the Victorian public schools and is predominantly a boarding school of some 660 pupils, and with the purchase of a new house, is aiming to become 720 pupils within the next few years.  College includes a Sixth Form of approximately 300 pupils.

The Prep School is situated on the same campus as Cheltenham College in a beautiful setting with its own sports fields, lake and stunning views of Leckhampton Hill. Originally situated on the main College campus, it moved to its current site in 1908. The Prep is fully co-educational, day and boarding, and takes pupils from 3 to 13, with the majority preparing for Scholarships and Common Entrance for the College. There are approximately 400 pupils.

Both schools are fully co-educational. They have fine academic records and a considerable reputation for sport, drama and music.

**The role**

The appointee will work as part of a small team and be directly responsible to the Informatics Project Manager.  The team supports the delivery of excellent and innovative data services to both schools and works with a variety of key senior managers and administrators across all sectors of the organisation.  The role holder will be data literate and keen to learn more about the technical elements of the role.  They will also form strong working relationships and show an aptitude for translating business needs into technical solutions.

**Job Description: Key Responsibilities**

**Projects Administration**

- Provide support to ensure successful delivery and embedding of Informatics projects.
- Develop relationship with various stakeholders and understanding of business needs to gather detailed and accurate requirements.
- Form close working partnerships with key system users.
- Develop and maintain project and system documentation.
- Maintain Informatics project register database.

**Data and Application**

- Gain a thorough understanding of our Management Information System (MIS) functions.
- Liaise with our MIS provider on feature updates and bug fixes.

- Maintaining core data infrastructure on our MIS.
- Assist the team in data audit exercises to maintain data quality.
- Assist Data Analyst with analytics work using Excel or other Business Intelligence tool.
- Assist the team in custom report writing.
- Work towards understanding application development using the training and support provided.

## Other

- Resource and knowledge management such as curating and documenting Informatics products, data processes and user guides.
- Provide advice to end-users on MIS usage and other data activities.
- Any other reasonable requests from your line manager.

The above duties do not represent a conclusive list.  The postholder is required to be adaptable in adjusting to the changing needs that inevitably arise within the field of data and information systems, as they will experience many different tasks and situations which will require flexibility of approach.

## Person Specification

## Essential

- Meticulous, motivated and has good initiative.
- Has professional pride and willing to be held to a high standard.
- Ability to work under pressure and deliver to specific deadlines whilst maintaining attention to detail.
- Resilience and enthusiasm to learn (and share) new skills and expertise.
- Confident in MS Office skills particularly in MS Excel.
- Excellent interpersonal skills such as managing expectation and providing guidance to non-technical colleagues.
- Willingness to learn about data analytics, database application and business intelligence tool

## Desirable

(These are not pre-requisite, but the successful candidate will be exposed to these elements in the role)
- Experience in manipulating data.
- Knowledge of project lifecycle and processes.
- Knowledge of relational databases.
- Experience in database application such as MS Access and Filemaker Pro.
- Understanding of Data Protection principles.

## Terms and Conditions

- Hours of work will be 30 per week
- Term-time only + six additional weeks in the holidays (39 weeks in total)
- Salary £20,000-£24,000 – (pro rata to reflect the part-year working weeks)
- Pension Scheme (after satisfactory completion of probation scheme)
- Members of staff can use the College sports' facilities (at staff allocated times)
- School lunch during term time
- Subsidised health scheme membership (Benenden)

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