

Data Administrator

Deadline for applications: Thursday, 25th July 2024 – midday

Interview date: TBC

Start Date: 1st September 2024

Hours: Note that there is potential for flexibility for this role regarding hours of work, but the ideal candidate will work part time – Monday to Friday 8.30-17.00, Term-Time only plus 15 days in the holidays & INSET. This will be a permanent contract.

Salary: To enquire about salary, please contact HMPA@Rendcombcollege.org.uk

Line Manager: Headmaster's PA

A Brief Overview of the Role & the Right Candidate

Rendcomb College, a beautiful school set in the heart of the Cotswolds, is looking for a Data Administrator, who will work very closely with the Headmaster's PA, the Deputy Head Academic and the Exams Officer. It is a varied role, and the right candidate will have exceptional attention to detail and organisational skills. As the office you will work in is a busy hub, we are looking for someone personable and approachable.

If you have not worked in a school before, worry not – whilst it is listed as a desirable skill, we will provide training on all of our systems – you just have to be willing and keen to learn! Rendcomb College is a wonderful place to work - working here is very much like working with a huge family, and the majority of our staff have been here for many years; we also like to promote from within, so there is always room for progression. Staff are lucky enough to have free lunch every day in the term time (and for most of the holidays) and we offer a great pension package of 8% company contribution.

How to Apply

To apply, please click the “quick apply” button on the job advert on TES and complete the application form.

Any queries, please contact Hannah Thompson on HMPA@rendcombcollege.org.uk

If you are unavailable at any particular time on the interview date, please send a separate email to Hannah, once you have applied.

Main Duties and Responsibilities

Responsible for iSAMS (our school Management Information System, or “MIS”)

Note that we will provide training on iSAMS – if you have had any experience working with this system then that is desirable, but not essential.

- Inputting of data using iSAMS packages to assist with the fully integrated student database (including pupil data, timetables and photographs).
- Liaising HR to set up staff accounts and access rights.
- Issuing notification to relevant staff of changes in the modules from each MIS upgrade.

- Having an awareness of external iSAMS training and matching this to internal need.
- Co-ordinating iSAMS training in house to appropriate cohorts of staff.
- Reporting on all pupil data held within iSAMS.
- Reporting and solving iSAMS software problems – liaising with iSAMS Support when necessary.
- Keeping accurate records of all groups in iSAMS.
- Liaising with HMPA, Junior School PA, Admissions and HR to ensure data held is accurate and up-to-date.
- Co-ordinating with SENCO to ensure all SEN and IPP information is accurate and up to date.
- Liaising with HR to ensure accurate and up-to-date personal staff information in iSAMS and report on this where necessary.

Responsible for School Data

- Setting up of iSAMS Assessment Manager.
- Inputting data accurately and efficiently using iSAMS Assessment Manager.
- Determining the need for and arranging provision, analysis and evaluation of data and detailed reports/information.
- Writing, designing and producing reports illustrating trends in school data.
- Creating new pupil data checks, adding email and login
- Championing the College's SharePoint system

Responsible for Reporting

- Setting up, producing and maintaining the school reporting system.
- Creating and publishing reports and grades via the school VLE as per assessment calendar and emailing/sending where necessary.
- Adding Games teams and VMT lists to iSAMS for reporting purposes
- Proofreading subject and tutor reports on a termly basis.

Public & Internal Examination Administration

- Supporting the Examinations Officer in administration and organisation of all aspects of external examinations in accordance with the regulations laid down by the awarding bodies including:

UCAS checks

- Exam Certificates – emailing all archived candidates for collection
- Exam estimated entries and online entry if required
- Exam Online Access Arrangements
- University Placements onto Future Education on MIS
- Creating Candidate Numbers on iSAMS
- Exam Entries - collecting from HoDs, collating and entering onto iSAMS when base-data is downloaded
- Building and Publishing Exam Timetable establishing Special Requirements/clashes
- Creating candidate individual Timetables establishing any clashes
- Booking Rooms (informing relevant parties) and establishing invigilation needs
- Liaising with Estate Manager regarding examination room set-up and other departments involved
- Printing exam cards - photos included
- Checking-in Exam Papers with Examinations Officer

- Planning Invigilation Schedule
- Seating plans for each room used for every exam
- Sending international pupil transcripts with exam results

Cover and Registration Manager

- Each term building cover and registration structure as required in iSAMS.
- Updating Activity rota on iSAMS for cover purposes.
- Ensuring registration manager is up-to-date with trips and activities
- Ensuring weekly cover requirements are met

General

- Providing data to inform whole school and individual student targets.
- Producing and updating student targets and assessment information as per assessment calendar.
- Producing data reports to inform parents of individual student progress.
- Producing detailed analysis of student targets and assessment information to Heads of Department and Senior Leadership Team.
- Liaising with Examination Officer regarding external/internal data produced from the examination process.
- Providing data for analysis of examination results.
- Undertaking research and obtaining information to inform decisions.

The post-holder may be required to perform duties other than those given in the job description for the post from time-to-time. The particular duties and responsibilities attached to posts may vary from time-to-time without changing the general character of the duties or the level of responsibility entailed.

Person Specification

Essential

- Exceptional written and oral communication skills, with a proven ability to build a positive and collaborative rapport with all stakeholders
- Exceptional attention to detail
- Excellent interpersonal skills with a diverse range of stakeholders
- Excellent organisational and planning skills with a strong ability to multitask and adapt to changing priorities
- Stay calm under pressure and work to deadlines
- Self-motivated and proactive
- Flexible and adaptable
- Collaborative in their approach
- Highly proficient in the use of IT including Outlook and other Microsoft applications
- Professional attitude and approach to working at all times
- Positive and friendly manner
- Desire to improve personal and departmental standards
- Strong administrative skills
- An appreciation of the aims and ethos of Rendcomb College
- Able to maintain confidentiality

Desirable

- Highly proficient in the use of iSAMS

- Experience of working in a school

Other

- Contribute significantly, where appropriate, to implementing departmental and workplace policies and practice;
- Contribute to the professional development of colleagues through coaching and mentoring, demonstrating effective practice, and providing advice and feedback;
- Promote collaboration and work effectively as a team member;
- Support enrichment and outreach programmes for the department.

Our Mission

Our mission is to develop **thoughtful, adventurous** and **ambitious** life-long learners with the confidence, character and skills to succeed in the ever-changing world after school. Our pupils have the freedom to experience, explore and enquire about the world around them. We aim to encourage independence and inclusivity in a safe, caring community and magnificent natural environment.

Our Values

Thoughtful –Rendcombians test the status quo and are encouraged to employ **critical thinking**. They are kind and **empathetic** towards all people, and are proud to celebrate their differences and individual traits. Through service, they connect to others, enabling individual and societal change for good.

Adventurous - Rendcombians are **courageous**.

They embrace the adventure of school life, challenging themselves to broaden their experiences, and are brave in standing up for what is right. They enjoy being **creative** in their approach, seeking new ways to solve problems, and continually learn from trying.

Ambitious - Rendcombians are actively **curious** about the world around them and love to learn.

They aspire to succeed through **perseverance**, whilst not being afraid to make mistakes.

They seek to be the best version of themselves they can be.

The School

Rendcomb College is a successful co-educational HMC day and boarding school in the Cotswolds and this is a wonderful opportunity for a dynamic and inspirational candidate to join the College at an exciting time of change. We were shortlisted for 2 awards at the TES Independent School Awards 2021, namely the prestigious Boarding School of the Year award and also the Community Initiative of the Year award. Last year the College was inspected by the Independent Schools Inspectorate and achieved 'excellent' in both pupils' personal development and pupils' academic development and achievement.

Rendcomb College was founded in 1920 by Frederick Noel Hamilton Wills, whose family have maintained an active part of the school including significant financial endowment and governance. We maintain a vision and ethos that remains true to Wills' original values of providing an inclusive and broad-ranging education for our pupils. Rendcomb has evolved, developed and grown over the years and is now a thriving co-educational day and boarding School for 3-18 year olds totalling some 400 pupils.

The College owns some 200 acres of land including the Deer Park and the "Wilderness" which is home to our Forest School and an integral part of our Outdoor Education provision in the Junior

School. The College's ten acres of pitches benefit from far-reaching and astounding views. An open air swimming pool lies next to the College buildings. The school boasts four new hard surface tennis courts, gym, all weather astro-turf and sports hall; all of these facilities are used by Junior and Senior School pupils. Recent whole college developments include a state of the art Performing Arts Centre at the heart of the campus, new 6th Form Centre and Junior Day and Boarding House.

All staff are expected to

- Develop and maintain professional, productive relationships with all members of staff within the School.
- Commit to professional development through participation in the School's CPD events and training appropriate to the job role.
- Comply with and promote the School's Safeguarding (including Prevent), Data Protection and Health and Safety policies and procedures and to undertake training as and when necessary.
- Work towards and support the school vision and ethos.
- Support and contribute to the school's responsibility for safeguarding pupils.
- Work within the school's health and safety policy to ensure a safe working environment for staff, students and visitors.
- Be aware and support equality, diversity and inclusivity and demonstrate these principles in all aspects of work.
- Undertake any other reasonable duties required that are related to the job from time to time.

Terms and conditions

Outline Salary and Conditions

A competitive salary will be offered in accordance with experience and qualifications. All staff are automatically enrolled into the School's pension plan, details of which will be sent to you prior to your start date. Rendcomb College complies with standard employment legislation with regard to retirement.

Other Benefits

Rendcomb will provide staff with parking, and with lunch during term time and for most days during school holidays. Use of the College facilities, including gym, may be possible outside school hours, subject to availability.

Hours of Work

The post-holder will normally be required to work Monday to Friday 08.30 to 17.00, term time only, plus 15 days in the holidays and INSET days. It is recognised that owing to the nature of the role, it may be necessary for some work outside these hours. This role is not suitable for hybrid or home-working.

Variation to this Job Description

This is a description of the job as it is at present, and is current at the date of issue. The job description will be renewed and updated as necessary to ensure that appropriate revisions are incorporated, and that it relates to the job to be performed. This process would be conducted through consultation. You are expected to participate fully in the College's programme of Professional Development and Review (PDR).

Disclosure

Rendcomb College is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS). *Rendcomb College is an equal opportunities employer*