



# SURBITON

HIGH SCHOOL

## Job Description

**Job Title:** Data Administrator

**Job Purpose:** To provide front-line support and oversight of the School's Management Information System (MIS) and associated systems, ensuring accurate data management, effective communication with staff and parents, and smooth operation of internal and external digital platforms

**Reporting Line:** Vice Principal (Academic)

**Start Date:** As soon as possible

**Tenure:** Part-time, temporary (6-month contract)

**Hours:** 25 hours per week, Monday to Friday, 9.00am to 2.00pm (*alternative working times and patterns can be accommodated if required*)

**Salary:** Actual part-time salary from £22,217 up to £27,134 per annum (FTE £33,225 – £40,700)

### Key Responsibilities:

- Monitor the MIS and Data inbox, dealing with daily queries and issues
- Manage CEM data and data reports
- Be the front-end of MIS support for parents and staff
- Input report data on the school MIS and collate data
- Manage weekly letters and online replies
- Exercise admin rights for trip text messaging service and monitor these
- Update parental contact details etc. on MIS & iSAMS
- Update confidential Learner profiles and health notes
- Provide school systems support and monitoring
- Carry out data entry and migration
- Create report templates
- Provide MIS & iSAMS-related exam support
- Support with registration
- Management of third-party systems:
  - Internal: Classoos online textbook order
  - External: Point of contact for parents for Satchel One (online homework platform), oversight of My School Portal and School Cloud
- Participate in the MIS to iSAMS and Third-Party trouble-shooting transition team
- Attend all necessary training and become an expert user of the school's systems
- Carry out any such duties as may be reasonably requested



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## Person Specification

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

### **Education & Qualifications**

- Educated to at least A-level standard or equivalent.

### **Skills & Experience:**

- Previous experience of working in a similar role within an education setting.
- Previous experience of working on other Management Information Systems is desirable.
- iSAMS knowledge and experience would be an advantage.
- Proven experience of data handling in previous roles.
- Excellent working knowledge of Microsoft Excel.
- Good knowledge of other Microsoft Office software: Outlook, Word, Teams, Powerpoint.
- Excellent organisational, administrative and ICT skills.
- Able to deliver good quality training and effectively support other staff.

### **Personal Competencies**

- Strong analytical and problem-solving skills.
- Able to communicate confidently with staff at all levels and to communicate complex ideas to non-IT professionals with clarity.
- Excellent eye for detail and accuracy in data handling and presentation.
- Strong interpersonal skills and the ability to create productive working relationships at all levels.
- Strong customer service orientation and skills and proactive in anticipating business model and data requirements.
- High levels of personal and professional integrity, discretion and confidentiality and awareness of data protection requirements.
- Self-motivated, with the ability to work under pressure in a fast-paced environment.
- Enthusiastic team player, highly flexible and the ability to multi-task.
- Skilled in time management with an ability to work to strict deadlines.
- Commitment to personal professional development and a willingness to develop own skills.



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## To Apply

Please apply online via the link on the TES or our School [website](#)

**Closing date for Applications: Midnight, Wednesday 1 October 2025**  
**Interviews will be held on ad hoc basis, so early applications are strongly encouraged**

*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
- Complimentary School Lunches
- Fee reduction for children attending the School
- Teachers' Pension or APTIS 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, vibrant and ambitious community where people matter, results count and where 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 1,600 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 remain a leading school of choice rated 'excellent in all areas' by ISI 2023.

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



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## 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 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.*