

THE ROLE

Reports to: Data Systems Manager

Frequent working contact with: Data Systems Team, Parents, Marketing Admissions & Development Team, Senior School Leadership Team, Prep Senior Leadership Team, Teaching Staff, Department Heads, Compliance Team, Bursary Leadership Team, Examinations Officer, Head of Learning Support, Parents' Association, Third-Party Software Providers, IT Services Team.

OVERALL PURPOSE OF THE ROLE

To assist the Data Systems Manager in maintaining school data systems and the accuracy of the data held within.

Working hours will be Monday – Friday 9.00am to 2.30pm including a 30-minute unpaid lunch break. Flexibility with the hours may be possible for the right candidate. The preferred start date for this position is ASAP.

The post-holder is required to work during some school holidays to carry out routine system maintenance.

This position involves contact with children and will amount to regulated activity as defined by Keeping Children Safe In Education (KCSIE) for safeguarding children and safer recruitment.

RESPONSIBILITIES

The key responsibilities for this post are detailed below:

KEY RESPONSIBILITIES

Administration of School Data

- Day-to-day running of the MIS system (iSAMS) ensuring 'off the shelf' modules and reports are working correctly. Liaise with relevant stakeholders to troubleshoot issues and provide basic training to users.
- Ensure data integrity by conducting regular data checks across all data systems and assist the Data Systems Manager with data system audits to review suitability and suggest improvements to key stakeholders.
- Assist with prep for the annual rollover process (setting up the academic and pastoral structures for the new school year) liaising with relevant stakeholders to compile upload templates.
- Assist with the development and deployment of standard operating procedures and best practices with regard to ongoing maintenance and usage of iSAMS and other data systems, including providing written protocols and guidance to relevant stakeholders.
- Data entry / updates as required by the Data Systems Manager, Director of Studies or Deputy Head – Academic (Prep) and conduct manual synchronisation of data across data systems, where automation is not possible.
- Assist with Data Protection Impact Assessments (DPIAs) for data systems, working with the Compliance Team and Data Systems Manager to ensure the School systems are in line GDPR.
- Assist the Data Systems Manager with school-wide data audits to discuss departmental needs, suggest improvements, work on change management and share best practice.
- Assist with the collation of data with a focus on checking datasets are complete and chasing up missing data. Working with the Admissions and Nursing Teams to ensure relevant data pertaining to new joiners (New Joiner Additional Information form responses) are checked, collated and complete before the annual upload into iSAMS.

Other Administrative tasks

- Assist the Data Systems Manager to produce and store academic reports using assessment data as required. Ensuring that extracted report data is stored securely and shared with relevant stakeholders in a timely manner.
- Assist the Data Systems Manager with set-up and maintenance of SharePoint sites and PowerApps to support data collection, storage and secure sharing.
- Run Academic report templates and ensure timely release to parents via the Parent Portal.

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RESPONSIBILITIES (continued)

- Publish Academic Reports to iStudent for senior school pupils and support any users experiencing difficulty accessing the information.
- Work with the Internal Exams Co-Ordinator and SLT to prepare CEM data for importing into iSAMS Student Registers (annually).
- Respond to requests for information relating to school records, both internal and external within school procedures.

Communication and Collaboration

- Contribute to the implementation and compliance of School policies as appropriate.
- Assist other data controllers in their use of iSAMS, such as the Examinations Officer, the Head of Learning Support, the Admissions team and the Attendance Manager, ensuring data integrity and troubleshooting, as required.
- Act as first line support for data system users across the school, escalating more complex queries to the Data Systems Manager, as appropriate.
- Assist with and cover for all aspects of work undertaken by the Data and Systems Team.

Professional Development

- Participate in training and undertake any performance development activities as required for the position.
- Attend workshops, take courses, and read literature to acquire relevant knowledge and skills.
- Keep abreast of new technologies and research through contacts with technology companies, professional organizations, reading of publications, and attendance of professional conferences.

Additional Information

- Support for the School's mission, vision and values and strategic direction.
- Participate actively in the wider aspects of school life.
- Some work from our Prep School site will be required from time-to-time to support system users and provide training. Own car and driving license required.

In addition to the above, the post holder will carry out any other professional duties as reasonably required by the Head or Bursar.

The High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

PERSON SPECIFICATION

STAHS is a vibrant school supported by a diverse and enthusiastic community of staff, pupils, parents, alumni and friends. It is important that our staff reflect the diversity of our community, and we therefore welcome and encourage applications from people of all genders and sexual orientation, those from Black, Asian and other minority ethnic backgrounds, and those with disabilities.

The successful candidate will be required to fulfil all of the duties, as outlined in the job description. In addition to this, the candidate should possess the following competencies which are essential to this position:

QUALIFICATIONS AND EXPERIENCE

- Educated to at least A level or equivalent or have relevant vocational experience.
- Relevant qualification in ICT or experience of business administration.
- Experience of working in a data management environment, including database administration.
- Experience of forming and maintaining good working relationships.
- Experience of information gathering and accurate data entry.
- Evidence of continuing professional development, desirable but not essential.
- Experience working in education sector, desirable but not essential.

SKILLS AND KNOWLEDGE

- Excellent working knowledge of Excel for data processing.
- Good working knowledge Microsoft Office products.
- Good working knowledge of SharePoint and Power Apps, desirable.
- Strong interpersonal, written and oral communication skills.
- Excellent planning and organisational skills.
- Demonstrable problem-solving skills.
- Able to work positively and supportively as a member of the whole school team.
- Ability to work independently when a task requires.

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PERSON SPECIFICATION (Continued...)

PERSONAL QUALITIES

- Systematic, flexible approach to work.
- Resourceful and able to use own initiative.
- Team player – an ability to influence and work with others' knowledge and skills.
- Enthusiastic, hardworking and professional attitude.
- Willingness to undertake training.
- Keen to learn and commitment to service users and to self-development.

PHILOSOPHY AND ETHOS

- A commitment to safeguarding and promoting the welfare of children and young people and to follow the child protection procedures detailed in the School's safeguarding policy.
- Ability to form and maintain appropriate relationships and personal boundaries with children.
- Contribute positively to the overall ethos, objectives and aims of the School.

HEALTH AND SAFETY

- Support Health and Safety training initiatives and to actively participate in them.