



Fettes College

DATA MANAGER



THE ROLE

An opportunity has arisen for a knowledgeable and proactive individual to join Fettes College as a Data Manager within the IT Department.

The Data Manager reports to the Director of IT. Whilst the role is largely autonomous, the Data Manager will work alongside the school's IT Team. A significant part of the role involves liaising with the Assistant Director of Studies, Admissions and Marketing Teams.

As the position is a new one the job description will inevitably develop over time, however, the following duties outline the core elements of the role.

Data Administration

- Responsible for the day-to-day administration, configuration and development of iSAMS, the school's Management Information System (MIS). This will include:
 - Maintaining user accounts, security levels and accessibility.
 - Supporting other staff members with their use of the system.
 - Design and generate regular and ad hoc reports to extract information from the MIS.
 - Keep abreast of all product developments relating to the MIS and ensure that these are passed to key stakeholders in a timely manner.
 - Ensuring consistent data integration between the school's MIS and other reliant sources.
 - Regularly reviewing the performance and effectiveness of all data systems ensure they meet the changing needs of the school.
 - Regularly reviewing processes to ensure data held is both accurate and up to date.
- Instigate and oversee the data cleansing processes as and when required including both databases and network drives.
- Undertaking relevant training courses and opportunities in order to build in-depth knowledge of the MIS and other systems.
- Identify and analyse trends within the school's data.
- Design procedures on data entry and ensure compliance across the school and monitor to ensure these are adhered to.
- Where necessary provide and monitor access to data for relevant stakeholders.
- Ensure that our data management practices meet current GDPR guidelines.
- Maintain adequate documentation of key data related procedures.
- Liaise with staff to provide electronic solutions to improve procedures and make best possible use of the data systems.
- Work with the Network Services Manager to diagnose any issues in the performance of the data systems.
- Liaise with external agencies and other schools to keep abreast of developments and share best practice.

IT Administration

- Responsible for co-ordinating the department's documentation of key procedures.
- Provide technical assistance to the School Office as and when required.
- Attend weekly meeting with the ICT Support Department.

Training and Support

- Work to identify common areas related to the use of the school's data driven systems where staff would benefit from training.
- Responsible for the design and delivery of training sessions for non-teaching staff including the production of user guides on the various data systems and Microsoft Office suite.

PERSON SPECIFICATION

Essential

- Excellent communication and intra-personal skills
- Experience of working in a customer-facing support role
- Proactive and committed to problem-solving
- Good organisational skills to be able to manage workload independently
- Willingness to learn and ability to pick up new skills quickly
- Excellent understanding of the Microsoft Office suite, in particular Excel
- Minimum of Nat 5 Maths at least Grade B / GCSE Maths Grade B (or equivalent)
- Attention to detail

Desirable:

- Experience of using iSAMS or equivalent MIS
- Knowledge of SQL
- Experience of using SSRS
- Experience of using PowerBI to generate reports.
- Experience of working in a school.
- Experience of creating documentation for technical and non-technical audiences

BENEFITS

The remuneration package will be competitive and will, to an extent, depend on the experience of the successful candidate.

Normal hours are Monday to Friday, 8 am to 5 pm term time and 9 am to 4 pm during the school holidays. You would be expected to respond to out-of-hours MIS related requests only in the event of an emergency.

You will be entitled to 30 days' holiday during the School Year (September to August) plus 8 designated Public Holidays providing they fall outside of term time. Holidays will therefore ordinarily be taken outside term time and only during the term by exception and by prior agreement with the Director of IT.

You will be opted into the Fettes Trust Non-Teaching Staff Pension Scheme after 3

months service. This scheme is a money purchase one and full details of it and your options will be made available to you prior to your opt-in date. The Fettes Trust will contribute to the scheme and your contribution will be subject to the minimum overall combined employer and employee contribution limits set by the Pensions Regulator. Further details will be outlined in the contract of employment.

Lunchtime meals may be taken in the Dining Hall free of charge during term time and when catering is provided and at other times, when catering is provided, and you are on duty

Parking is free of charge within the campus grounds

Gym membership at Westwoods Health Club is also available. Employees and immediate family members also have access to the Fettes College Employee Assistance Programme (EAP).

All employees are covered by a death in service benefit of 2 x base salary.

New staff at Fettes join a friendly and supportive team with a vibrant mixture of age and experience. We value every member of staff's contribution to the life of the School.

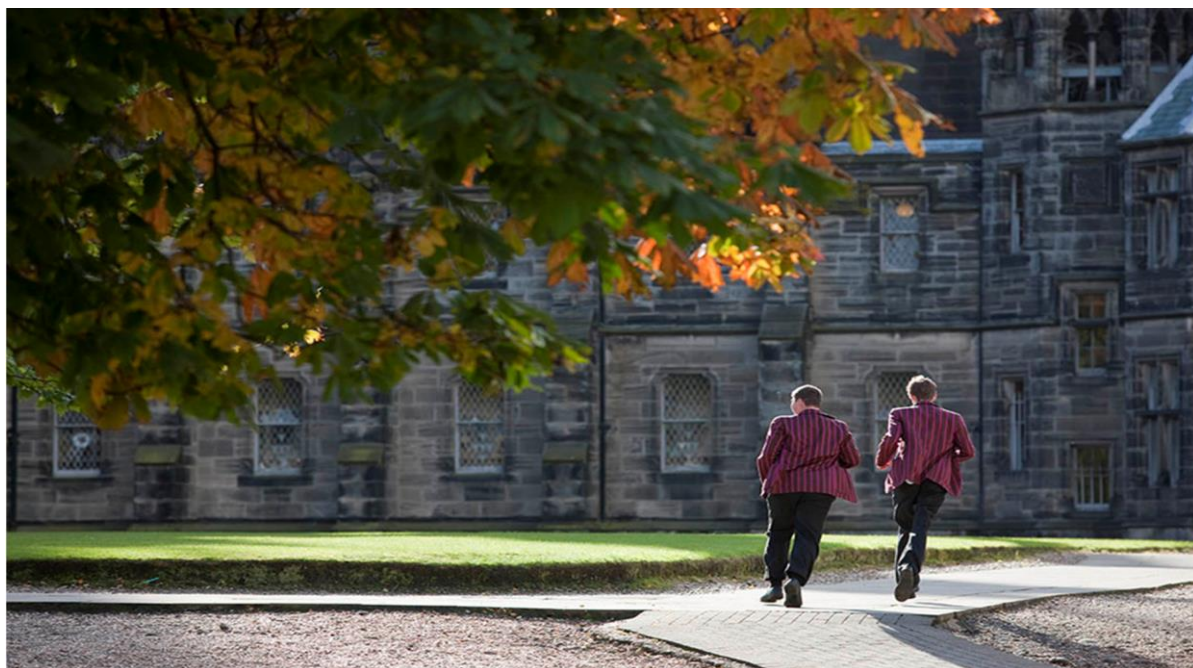
APPLICATION PROCESS

To apply please complete the Support Staff Application form, submit your CV and a covering letter outlining your suitability for the role via email to recruitment@fettes.com.

If you would like further information prior to applying for this role, please contact Mr Jason Pitts, Director of IT on 0131 332 2281.

An offer of employment will be subject to two satisfactory references being obtained from your referees and a clean report being obtained on you from the Disclosure Scotland PVG Scheme in view of the contact you will have with children during your normal duties.

Closing date for applications is Tuesday, 24th March 2020, with interviews taking place on Monday, 6th April 2020.



ABOUT FETTES

Fettes College is a leading HMC co-educational boarding and day school close to the heart of Edinburgh. It has a strong tradition of academic, sporting and cultural excellence underpinned by outstanding pastoral care. Fettes opened its doors in 1870 and became fully co-educational in 1980: it is now an Independent school of some 765 boys and girls. There are 555 pupils in the Senior School (13-18 years) and 210 pupils in the Preparatory School (7-13 years). The academic staff in the College consists of the Headmaster and 80 full-time members of the Common Room. Our Prep School shares the same site and consists of a further 25 full-time teaching staff.

The School stands on a magnificent site of approximately 100 acres, but still within walking distance of Edinburgh's city centre. The historic main building holds the Chapel, Library, the English, Classics and History Departments as well as the Medical Centre and two boarding houses. A large purpose-built teaching block (the Spens Building) houses Art, Modern Languages, Mathematics, Economics, Geography, and Music. The Theatre, Science Laboratories and Dining Hall are adjacent. The Preparatory School and seven further boarding houses (including a purpose-built U6th House) are also on the campus. Our sports facilities (including extensive playing fields, two all-weather pitches and a private Health Club) are excellent.

As well as our teaching staff we employ over 220 Non-Teaching Staff across the many departments, including; Estates, Security, Catering, Housekeeping, Accounts, Admissions and Marketing with a pervading sense of community amongst staff, pupils and parents alike.

THE AIMS OF THE COLLEGE

Fettes College aims to nurture the individual while fostering a happy, well-ordered and caring community with strong family values at its core.

To this end, we will do our utmost to ensure our students:

- Receive the highest possible quality of education within a boarding environment
- Feel safe, valued, have a sense of personal worth and are thoughtful and considerate of the needs of others, possessing a willingness to take on responsibility
- Develop their self-confidence, integrity, emotional resilience, loyalty, good manners and humour, leadership skills and team-work
- Value a sense of community and service, and develop a clear sense of right and wrong, equipping them for life beyond Fettes
- Are provided with equal opportunities regardless of gender, sexuality, ethnic origin or religion
- Are encouraged to stretch and challenge themselves in everything they undertake.