**JOB DESCRIPTION**

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| **Job Title:** | Database & Information Specialist | **Department:** | School Office |
| **Hours of Work:** | Term Time plus five weeks, 37.5 hours Monday to Friday 0.8FTE | | |
| **Responsible To:** | Deputy Head Co-curricular and Operations | **Responsible For:** |  |

**Summary of Role:**The Database and Information Specialist is responsible for the MIS and associated school business systems throughout the School. The role includes developing robust and meaningful data collection strategies and encourages consistency across the school. The Database and Information Specialist will ensure that best use is made of the data to aid the day-to-day operation of the School. The postholder will work within the School Office as this involves the school MIS primarily, but also co-ordinating activities with the IT department will be important. He/she will liaise with the academic staff, in particular the Deputy Head Academic, in co-ordinating school reports and academic tracking information. The Specialist will be the main point of contact for school staff queries about iSAMS and other data systems, providing training and advice to staff.

**Application Support Responsibilities:**

1. Maintaining the School’s iSAMS database operationally, including the annual rollover process during the summer for setting up the new school year.
2. To produce custom reports on data content from iSAMS as required.
3. Managing the production of pupil reports.
4. Assisting the SLT and Senior Teachers with ad-hoc academic data requirements.
5. Communicating with the Admissions Team and School Office on updates to the School roll, to ensure iSAMS is kept up to date.
6. Providing information and advice to support the School regarding GDPR compliance and other data protection laws.
7. Responding to enquiries received from supervisory authorities and individuals whose data is processed.
8. Resolving user issues, liaising with the IT department and iSAMS support desk as required.
9. Providing induction training for new staff
10. Training and supporting staff entering data and act as a key point of contact for queries concerning data and user aspects of key systems in particular iSAMS but also including EVOLVE, CPOMS (pastoral management system) and the Student/Parent Portal.
11. First point of contact for staff queries on above applications.
12. Assist with the development of standard operating procedures and user guides for the School’s information systems providing individual support where necessary.
13. Assisting SLT with the completion of periodic returns and surveys, e.g. ISC and DfE census.
14. Assisting the Examination Officer in the gathering, analysis and distribution of public examination results.
15. Keep abreast of new technologies and research through contacts with technology companies, professional organisations, reading of publications, and attendance of professional conferences.
16. Attending support seminars and conferences to ensure procedures are up-to-date and in line with best practice.

**Specific aspects of the role that support the Deputy Head Academic are:**

1. Administration of the tracking process for student, report and examination data analysis together with the use of value-added data.
2. Assisting with the administration of baseline data, including CEM data to inform the academic tracking of student performance.
3. Collating the statistical data on report grades, exam performance and student progress
4. Setting and communicating reporting deadlines.
5. Assisting the Senior Teacher Curriculum with the accurate maintenance and updating of sets, including the processes related to student options and school banding.
6. Providing ICT support and assistance to the Examinations Manager.
7. Administration of the annual ISC census and other ISI inspection documentation requirements.

It should be noted that a job description is not an exhaustive list of activities, and employees may be asked to carry out other duties commensurate with the grade of the post. The job description may also be amended to take account of changed circumstances, and employees will be consulted if this is necessary.

The role will be worked over a five-day period (Monday to Friday) during term time plus five additional weeks. It is a requirement that two of these weeks will be worked during the summer months (July/August) in addition to Public Examination results days for GCSE and A Levels.

**PERSON SPECIFICATION**

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| **Essential** | **Desirable** |
| **Operational Excellence** |  |
| * Experience working with a Management Information System. * Awareness of data security policy and procedure. * Understanding of the importance of confidentiality and discretion. * Experience working with Data Analysis tools. | * Extensive knowledge of School ICT applications. * Knowledge of school assessment and examination procedures. * Good understanding of GDPR and requirements of educational establishments. * Experience of working in a similar role in a school environment. * Experience of working with iSAMS or similar MIS. * Experience developing and implementing new systems. |
| **Personal Behaviours** |  |
| * Ability to work independently, using own initiative. * Positive and proactive; able to solve problems. * Ability to work under pressure using time management and organisational skills to ensure adherence to tight guidelines. * To be able to work collaboratively with other colleagues and lead on training where required. * Good communication and interpersonal skills. * Flexible and enthusiastic attitude to work. |  |
| **Ethos and Whole School Values** |  |
| * Committed to operating as part of the School community. * Committed to the Sacred Heart Values. * Committed to Woldingham as a school with high academic standing providing a holistic education and outstanding pastoral care. |  |
| **Safeguarding and Pastoral** |  |
| * Committed to safeguarding and promoting the welfare of children and young people. * A satisfactory Enhanced Disclosure from the DBS. |  |

**Terms and Benefits**

* **Start Date:** As soon as possible
* **Working hours**.  37.5 hours per week Monday to Friday term time plus five weeks. 0.8 FTE
* **Salary**.  Circa £30k FTE dependant on experience
* **Holiday**.  The holiday entitlement is 5 weeks per year plus public holidays (pro rata).  It is expected that holiday will normally be taken in school holidays, however, you will be required to work Public Examination results days for GCSE and A Levels.
* **Pension.** You will be auto enrolled into the School’s pension scheme, which includes life assurance.
* **Lunch.** A free meal is available in the dining room each working day when the kitchens are open, when on duty.
* **Parking.** There is free parking on site.
* **Gym and Pool.** There are staff sessions for use of these facilities.
* **Fees.** School fees remission for dependants of the job holder attending the school. If not already at the school, any child would have to meet all of the normal entrance requirements.