

Wellington School Job Description



Job Title	Administrator, Database and Information Specialist (Academic Support)
Job Purpose	To be responsible for the data integrity and the development of whole school database systems. To provide the associated administrative support for internal assessments and external examinations. To support the work of academic departments within the school.
Reports To	Operations Manager
Key Working Relationships	IT Manager Assistant Head (Academic) Deputy Head
Salary / Grade	£26,000 to £28,000 FT equivalent salary (adjusted pro rata))
Working Hours / Pattern	.8 FTE, 52 weeks per year. 8.30am to 4.30pm. 28 hours per week. 45 Days Annual Leave (adjusted pro rata)

Responsibilities

- Accurately manage data records and input to school systems (currently WCBS PASS)
- Design data extract reports to meet needs of 3rd party users.
- Extract and present non standard database information
- Annual timetabling entry and administration under direction of senior school staff.
- Complete external exam entries, on line file transfers, using school and external MIS.
- Provide further administration support to the Assistant Head (Academic) to ensure the effective delivery of all external examinations and internal assessments.
- Support results analysis of external examinations
- Working with the IT Manager, provide guidance and recommendations on the effective structure and maintenance of school management information systems.
- Develop school calendar booking systems using online software tools.
- Provide management reports on identified Key Result Areas and Performance Indicators.
- Provide training to non expert users of school data and management information systems
- Undertake any other reasonable duties identified by Operations Manager, IT Manager and other relevant senior staff.

Skills, Knowledge and Experience

Applicants should be able to demonstrate knowledge of, and experience in, the following areas:

- Qualified to HND level or higher in an relevant management or information science subject. (Evidence of similar level of qualification by experience will be considered)
- Database administration and use of advanced data management functions, ideally in an education setting.
- Expertise in the use of advanced features of standard Microsoft Office 365 applications.
- Evidence of ability to use advanced Microsoft Excel functions
- Knowledge and application of SQL, ODBC and Power BI.
- An understanding of and experience of working with cloud based online technologies.
- Evidence of successful delivery of IT projects is desirable.

Attitude and Habits / Approach to Work

This is a newly introduced position to the school and the right person will seek to make a demonstrable impact quickly in the role. The approach to work is therefore essential. The successful candidate will :

- Work well with others and understand the importance of meeting the expectations of senior colleagues and system users.
- Prioritise meeting critical deadlines and evidence independent problem solving when required.
- Prioritise tasks and communicate decision making with others, taking a consultative approach.
- Bring a high level of accuracy and attention to detail to their work.
- Be a fast learner and comfortable with change.
- Takes a flexible approach to work.
- A team player who is willing to contribute to the whole life of the school, beyond their own professional remit.

Appointment Procedures

Applicants should send the completed application form with an optional covering letter via email to vacancies@wellingtonschool.org.

Please note that applications without the completed Wellington School application form WILL NOT be accepted or acknowledged.

Closing date for applications is Tuesday January 31st with an interview date scheduled for Wednesday February 8th.

All appointments at Wellington School are subject to clearance through the Disclosure Scotland Protecting Vulnerable Groups Scheme.