



HOLMEWOOD HOUSE SCHOOL

Barrow Lane, Langton Green, Tunbridge Wells, Kent, TN3 0EB
Telephone: 01892 860000 Website: www.holmewoodhouse.co.uk



Data, MIS and Systems Officer (Full Time, Term Time + 8 weeks)

About Holmewood House School

Holmewood House is a prestigious independent Prep School of 470 pupils aged 3-13 years, set amidst 32 acres of the most beautiful Kent countryside, just outside Tunbridge Wells. The School is a happy and supportive working environment, where we pride ourselves on the exceptional provision for our pupils and staff in all areas.

Holmewood House provides a broad, well-balanced curriculum with outstanding teachers in what is very much a family school where the positive relationships between the teachers and children allows staff to get to know and understand the individual needs of each and every child. They foster their talents and nurture their growth through a challenging and exciting curriculum.

The school wholeheartedly believes that emotional and social well-being, self-esteem, happiness and confidence are of prime importance and are in themselves inextricably linked to academic progress. Staff are excited by the curiosity and thirst for learning that each child, regardless of their ability, naturally displays. They work hard to allow each child to ask why, to query and to have the time to develop their thoughts into fresh discoveries and innovations and, in doing so, overcome the challenges faced. The end result is the celebration of learning – a reward in its own right!

The wonderful environment and outstanding facilities provide a strong framework upon which the ethos of 'allowing children to be children' can be achieved. Childhood is full of exciting new experiences which, parents and teachers relive, through the eyes and laughter of the children.

The relationship between home and school is of fundamental importance in ensuring every child is surrounded by the love, care and guidance which they require as they make their way through their educational journey. In short, the partnership allows the children to enjoy the most important journey of all: childhood.

Commitment to safeguarding

Holmewood House is committed to promoting and safeguarding the welfare of children and all staff, volunteers and other third parties are expected to share this commitment. The school adopts a rigorous safer recruitment process which is adhered to in the appointment of all new members of staff. As part of the safer recruitment process, all applicants must be willing to undergo child protection screening appropriate to the post including, but not limited to, checks with past employers and an enhanced Disclosure and Barring Service (DBS) check.

The role

The Data, MIS and Systems Officer is responsible for the development and use of the School's data systems and the primary focus will be to provide technical support for the School's management information system, iSAMS, and all other systems and platforms for staff, pupils and parents.

You will also be responsible for the integrity and accuracy of the data stored within these systems.

The Data and Systems Officer will need to be able to efficiently organise, store and analyse data, paying particular attention to its security and confidentiality, and fully grasp the complexity of data management.

In addition to iSAMS, other systems in use by the School are Evolve, SOCS, Room Booking, MySchoolPortal, SchoolPost, etc., most of which are linked to iSAMS.

You will become part of an active Operations Team working with the Academic Team and will work closely with the Deputy Head, the Bursar and Operations Team as required and in particular with the ICT Manager and all members of the School community.

You will report to The Office Manager.

Key Tasks and Responsibilities

Data Administration

- Responsible for the day-to-day administration, configuration, and development of the school systems and platforms of iSAMS, EVERY, SOCS, Room Booking, MySchoolPortal, SchoolPost and any other system or platform that the school may introduce to include:
 - Proactively ensure all pupil and parent data is correct and up to date from the initial enquiry.
 - Ensure that the school admissions register is accurate and complies with the Department for Education regulations at the point where a child joins the school and at all points while they remain a pupil (including recording destination schools

for leavers) by frequent and regular review of the pupil's contact details with the SLT.

- In the MIS, allocate new pupils to a Form & Tutor as directed by SLT, and allocate new pupils to a House (by relation to siblings, or by balance of pupils in the MIS)
 - Ensure that new information submitted by new parents in joining forms is accurately recorded in the MIS (e.g. new medical information or new contact details)
 - Take a lead on yearly data operations, e.g., rollover.
 - To edit, match and upload pupil and staff photos to iSAMS at the start of, and during, the school year
 - Assist with the integration of the timetable and setting up sets and teaching groups.
 - To assist with curriculum management to maintain set lists.
 - To set up iSAMS reporting and assessment cycles as required.
 - To set up tracking sheets and reports as required.
 - To assist with the analysis of data in iSAMS Tracking Manager.
 - To work with the Attendance Officer and HR Manager to help monitor and the recording of attendance throughout the school ensuring that the records are always up to date and complete for reporting as appropriate to the Senior Management Team
 - Manage all stages of the reporting process and assist with checking and editing them, ensuring parents receive accurate reports.
 - Proactively work with the HR Department to make sure that staff data is up to date.
 - Maintain user accounts, security levels and accessibility.
 - Support 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.
 - Ensure consistent data integration between the MIS and other reliant sources.
 - To assist with iSAMS training for new staff and INSET for existing staff
 - Regularly review the performance and effectiveness of all data systems to ensure they meet the changing needs of the School.
-
- Keep all other systems and platforms used by the school up-to-date and fully integrated into the day-to-day running of the school.
 - Undertake the annual returns to the DfE, ISC and any other statistical returns as required.
 - Undertake relevant training courses and opportunities to build and maintain in-depth knowledge of the MIS and other systems.
 - 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.
 - Produce analytical reports monitoring student attainment and progress using analytical programmes and custom reports for the School.
 - Maintain adequate documentation of key data-related procedures.
 - Liaise with staff to provide electronic solutions to improve procedures and make best use of the data systems.

- Work with the IT Manager to diagnose any issues in the performance of the data systems, including the structure of Sharepoint to work with the Teaching and Operational teams.
- Liaise with external agencies and other schools to keep abreast of developments and share best practice.
- Responsible for the design and delivery of training sessions for staff.
- Provide support to the School Office, as required.

Data Protection

- Work with the Data Protection lead to ensure that the School's data management practices meet current GDPR guidelines.
- Monitor and record GDPR compliance in all areas, including analysing the compliance of processing activities, and issue appropriate recommendations for improvement.
- Monitor and evaluate data management procedures and compliance within the School, identifying the School's data processing activities and ensuring that they are properly documented.
- Review data protection policies and privacy notices annually (or as required) with reference to all the relevant regulations.
- Respond to individuals whose data is being or has been processed, including dealing with subject access requests, executing the right to be forgotten, and considering the restrictions on processing.
- Oversee and advise on the processes for secure destruction of data.

Person Specification Essential Criteria

- Excellent communication and interpersonal 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.
- Working knowledge of Cloud based MIS systems, in particular iSAMS.
- Attention to detail.
- An empathy with the aims and ethos of the School.

Desirable Criteria

- Experience of using iSAMS.
- Experience of using PowerBI to generate statistical reports.
- Experience of creating documentation for technical and non-technical audiences.
- Previous experience of working in a school / educational environment.

Hours of work

The hours of work will be 8:30am to 5:00pm with a 30 minute unpaid break, Monday to Friday term time plus 8 weeks during the school holidays. It will be a requirement to work in the weeks prior to the autumn term to make sure that the new academic year timetables, groups and sets were all in place at least two weeks prior to the start of the autumn term.

Holiday Entitlement

Annual leave: 25 days' holiday plus statutory public Holidays. Leave during term time may be considered on application, in exceptional circumstances and subject to operational needs.

The holiday entitlement runs 1st September to 31st August.

Notice Period

Three months' notice, following successful completion of a 6 month probationary period.

Salary

A competitive salary will be offered depending on the skills and experience of the successful candidate.

Pension & School Benefits

The successful candidate will be offered a range of benefits including a generous employer contributory pension, free parking and free lunch/refreshments.

Start date

As soon as possible.

Offer

The successful applicant will be offered the role subject to the satisfactory completion of a number of background checks including, but not limited to; an enhanced DBS check, the taking up and verification of references, the verification of career history and fitness to undertake the role.

Safeguarding

All staff including visiting staff have a responsibility for promoting and safeguarding the welfare of children with whom they come into contact and are required to adhere to and ensure compliance with the School's Safeguarding policies at all times.

Application

If you wish to be considered for this role, please complete and application form which can be found on our website and email to: recruitment@holmewoodhouse.co.uk.

The closing date for applications is 9am, 15th July 2024.

If you would like more information on the role or require a hard copy application form please contact Michelle French, HR Manager on 01892 860000.