



## **Database Manager – up to £35,000**

Required January 2018

Francis Holland School, Regent's Park, was founded in 1878 by the Reverend Canon Francis Holland and is regarded today as one of London's most academically selective girls' independent day schools. The school is situated next to Regent's Park and has a reputation for its friendly, cohesive atmosphere. The ISI Inspection Report in February 2014 assessed Francis Holland as 'Excellent' in all key areas of school life.

Entry to the school is very competitive and pupils are selected via entrance examinations and interview at 11+ or Sixth Form. Girls achieve exceptionally good results in examinations at GCSE and A Level, and progress to some of the best universities in the UK, as well as to top global institutions such as those in the US. There are close links with our "sister" school at Francis Holland, Sloane Square, which was founded in 1881. The school offers a large number of bursaries, in addition to music, academic and art scholarships, all of which are means-tested, up to 100% fees.

Moreover, the school offers a plethora of extra-curricular activities, more than seventy clubs and societies are available every week: before school, at lunchtimes and after school. Music, drama and sport are particularly strong. Community voluntary work and charitable activities are enthusiastically supported by staff and pupils. Achievement beyond academic results is regarded as essential for FHS students and all teachers are expected to contribute fully to extra-curricular activities.

The school places great emphasis on the professional development of its entire staff. Staff at Francis Holland School enjoy a significant range of professional benefits. A comprehensive schedule of continuing professional development and INSET training, both internal and external, is provided for all staff. A three course lunch is available free of charge to all FHS employees and an interest free loan for travel season ticket is offered to all staff, on application to the Bursar. Daughters of staff are offered a 50% reduction in school fees.

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**Database Manager – up to £35,000**  
Required January 2018  
Full-time

The Database Manager will plan and manage the school management information system (MIS) and ensure data integrity and security. He/she will manage the data required by the school for external and internal use, working to deadlines. He/she will also prepare reports and presentations for a wide variety of audiences within the school.

He/she will report directly to the Assistant Academic Deputy Head, working closely together to ensure accurate maintenance of all online data. The Database Manager will liaise closely with the Office Manager and Deputy Head to ensure that all information kept by the School Office is accurate and up to date. They will also work with the Academic and Pastoral Deputy Heads to maintain and gain useful insight from academic and pastoral data.

We are in the process of migrating to iSAMS, so the Database Manager will ideally have iSAMS experience and will be part of a platform change programme.

The post is 35 hours per week, term time plus three weeks. The candidate should be available in school during weeks of IGCSE, GCSE and A level results.

A completed application form, including full contact details of at least two referees, one of whom must be a current employer and/or Head Teacher, should be received by **1pm on Thursday 19<sup>th</sup> October**.

Interviews for short-listed candidates will be held at the school on **Wednesday 1<sup>st</sup> November**. Please confirm your availability for interview in your application. All appointments at Francis Holland School are conditional upon clearance by the Criminal Records Bureau (CRB testing).

## Database Manager Responsibilities

### Prepare for the start of the academic year

- Import data from a timetable program to create the subject sets for the new year
- Complete transfer tables to move forms and subject sets into the new year
- Import admissions data and check for completeness and accuracy
- Enter pupils into the correct subject set for the new academic year
- Provide report lists for form tutors and heads of year
- Ensure new staff have the correct level of access to data for their roles within school
- Provide the school magazine editor with lists of GCSE and A level summer results

### Maintaining the database

- Ensure contact details are correct and present for all parents
- Report on online registrations (am & pm) for all pupils
- Check online registration links to the parent portal and fire drill systems
- Generate progress reports for each pupil twice a term
- Check progress reports are completed by the deadline and published
- Develop a system to allow form tutors and heads of year to track pupil progress
- Generate and publish full reports for each pupil once a year
- Check full reports are completed by the deadline
- Provide a system to allow reports to be proof-read and corrected by the relevant staff
- Generate on-line data capture forms for predicted grades, mocks and summer examinations
- Make changes to the pupils in subject sets where necessary
- Ensure sanctions and rewards are correctly displayed on reports

### Training and support

- Provide training for new staff at the start of the academic year
- Provide training sessions for all staff during the school year
- Provide assistance to staff in completing registers, progress grades, results and reports
- Create customised reports to assist staff (e.g. SEN list, Medical list, Birthday list)
- Create systems to assist staff with the monitoring and assessment of pupils

### Other tasks

- Be available in the summer to help download external examination results
- Provide summaries of results for governors, the senior leadership team and staff
- Provide support for the 11+ examinations; placing pupils in exam rooms, pupil labels etc
- Collate 11+ examination results for all prospective pupils
- Create interview sheets for all prospective pupils
- Ensure labels for posting letters to parents meet office staff requirements
- Provide the office staff with access to reports of parents' salutations for parents meetings

- Look at ways to develop the use of the database to the benefit of the school
- Experience with SSRS is desirable
- Experience with iSAMS is desirable
- Experience with a school management information system (MIS) is essential

**Detailed below are the main professional requirements expected of all staff at Francis Holland:**

- to act in accordance with the aims, policies and procedures of the school and department;
- to be punctual and to meet deadlines;
- to attend staff and departmental meetings when in school, and to contribute as appropriate to administration and development; for example, to contribute to discussion and development of teaching and learning strategies;
- to keep up to date with professional developments; to be willing to participate in relevant INSET; to participate in staff appraisal; to undertake continuing professional development;
- to take pastoral responsibility as appropriate;
- to follow Health and Safety procedures;
- to foster good relations within the school community;
- to carry out any other responsibilities which may be reasonably be required or delegated by the Head of Department and/or Headmaster;
- FHS is committed to safeguarding and promoting the welfare of children and the successful applicant will be subject to DBS clearance.