



HIGHGATE SCHOOL

Highgate School is a large and flourishing coeducational independent school which is situated next to Hampstead Heath, a few miles from the centre of London. There are three schools in the Foundation: the Senior School for pupils aged 11-18; the Junior School for pupils aged 7-11 and the Pre-Preparatory School for pupils aged 3-7. There are currently some 1,460 pupils in the Foundation. The School employs approximately 400 full-time or part-time teaching and support staff.

The Governors consider the development of excellence in the education offered to pupils to be the underlying purpose of all activities undertaken by support staff.

Highgate School is committed to the safeguarding and welfare of children and applicants must be willing to undergo child protection screening appropriate to this post, including checks with past employers and the Criminal Records Bureau.

INFORMATION TECHNOLOGY AT HIGHGATE

The School's IT systems support teaching, learning and the management of the School within a modern and challenging environment. The IT facilities provide support the following:

- The use of IT in the teaching of all subjects.
- The teaching of information and communications technology.
- School administration and leadership.
- The use of IT by teachers for lesson preparation, departmental administration etc.
- Communication with parents.

All teachers are provided with laptops, all classrooms have broadband into connections and interactive whiteboards. There are a large number of desktop PCs available for pupils' use or for training purposes. An extensive network, which includes a new datacentre, virtualized server infrastructure, remote access, various portals for staff, pupils and parents as well as wireless provision, is at the heart of our facilities.

Highgate provides a modern, dynamic and challenging work environment with a wide range of opportunities to gain experience in maintaining and developing network IT systems.

JOB DESCRIPTION DATA & INFORMATION COORDINATOR

REPORTING TO: IT Services Manager

RESPONSIBLE TO: The Bursar

THE ROLE:

To ensure that the School's IT and communications systems are fully able to support the teaching, learning and management of the School.

MAIN RESPONSIBILITIES

- Supporting, maintaining and upgrading academic and Bursary MIS system (SIMS).
- Continuing the adoption of MIS across the Foundation.
- Considering and implementing methods of maximising/promoting the use of MIS across the foundation.
- Database development and maintenance.
- Providing support and training (including developing of training plans) for users.
- Supporting users when required during reporting periods
- Assisting and supporting parents when required to ensure successful access and use of the Portal.
- Managing SharePoint/SIMS integration for seamless access to SIMS data in SharePoint.
- Managing projects regarding the MIS system and working with 3rd party organisations.
- Working closely with the ICT Steering Group in the formulation, promotion and implementation of ICT strategy for the Foundation.
- Working closely with the Infrastructure and Projects team to protect and secure all data held in SIMS to minimise the risk of a security breach or the leakage or unauthorised dissemination of sensitive data into the public domain. (A breach of the Data Protection Act 1998)
- Creating new documentation where necessary and ensuring all service and system documentation are updated.
- Assisting in disaster recovery planning and implementation.
- Providing guidance and support to other members of the support team.
- Deputising for the IT Services Manager when needed.
- Carrying out such other duties within the post holder's capabilities as may be reasonably requested from time to time.

This is a new and developing role and as such the job description may need to be reviewed and updated in consultation with the IT Services Manager once a suitable postholder is in place.

Training will be provided where appropriate.

JOB SPECIFICATION DATA & INFORMATION COORDINATOR

	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
Qualifications	<ul style="list-style-type: none"> • A minimum 2:1 degree in a relevant discipline. 	
Experience	<ul style="list-style-type: none"> • Proven experience in the SIMS modules, including: Assessment suite, Exams, Reporting, Cover, Attendance, Systems Manager, Behaviour, Fees, SOLUS and the core database. • Experience in the finance modules such as FMS. • Knowledge of the SIMS Learning Gateway. • Experience in backing up and restoring databases. • Evidence of implementing new technologies/systems within an organisation. • Experience in securing and protecting a SQL-based MIS system • Experience in using Microsoft Access 2007/2010. 	<ul style="list-style-type: none"> • Experience supporting Windows Server environments. • Experience using SQL databases. • Experience supporting Microsoft ISA server 2004/2006. • Project management skills and qualifications such as Prince2. • Knowledge of child protection and safeguarding policies. • Knowledge of working in the education sector.

Ability / skills	<ul style="list-style-type: none"> • Excellent interpersonal and communication skills both orally and written with the ability to explain technical matters in very simple language. • A very good listener with the ability to translate user needs into solutions which are fit-for-purpose. • Ability to understand the organisation, its structure, culture and dynamics which are critical to the future development of the Intranet. • Excellent troubleshooting skills. 	
Personal Attributes	<ul style="list-style-type: none"> • Ability to build strong relationships with key stakeholders in the Foundation. • Flexible with a 'can-do' approach and able to work effectively without supervision. 	

CHILD PROTECTION

All members of staff must comply with the School's Safeguarding & Welfare Policy which is posted on the staff intranet. If in the course of carrying out the duties of the post the postholder becomes aware of any actual or potential risks to the safety and welfare of our pupils, these concerns must be reported immediately in accordance with the policy.

TERMS & CONDITIONS

Salary

£30,000 to £40,000 per annum depending on qualifications, skills and experience.

Hours of Work

Whilst the normal working day is Monday to Friday, 8.30am-5.30pm you will on occasion be required to work from 8am-5pm or 9.30am-6.30pm to ensure any necessary out of hours work can be completed. There is a need to be flexible about hours in order to carry out these duties and responsibilities effectively and no additional payment is made in this respect. In addition some evening and weekend working will be required. These hours must be agreed in advance with your line manager and time off in lieu may be given at your line manager's discretion.

Probationary Period

This appointment will be subject to the completion of a probationary period of six months to the satisfaction of the Governors.

Lunch Period

There is a lunch break of one hour. A complimentary lunch is available in the Dining Hall.

Holidays

25 days' paid holiday entitlement plus public holidays to be taken at times agreed with the Bursar.

Pension

From September 2008 the School has provided a defined benefit pension whereby staff can earn a pension benefit of 1/80 of final salary for each year of membership for which the staff contribution rate is currently 6%.

Confidentiality

The need for absolute confidentiality and discretion, both within the School and the wider community, must be understood.

Dress Code

Teachers and support staff are expected to set an example to pupils and should dress appropriately at all times.

Smoking

Highgate School operates a no smoking policy and smoking is not permitted on any part of the campus.

Health & Safety

The School takes its obligations under the Health & Safety at Work Act seriously and the postholder will be required to comply with all aspects of the School's Health & Safety policy, particularly in relation to safe working practices. All staff must keep up to date with the School's health and safety policies which are regularly updated and posted on the staff intranet.

Equality and Diversity

The School is committed to being an equal opportunities employer. To enable us to make any reasonable adjustments please let us know at application stage if you have any special requirements.

Job descriptions may be updated by the Bursar from time to time to accommodate the changing needs of the School.

Nov 11

APPLICATION PROCEDURE

Applications should be made to:

Ruby Dodoo, Human Resources Officer, Highgate School, North Road, Highgate, London N6 4AY.

Ruby.Dodoo@Highgateschool.org.uk

Applicants are required to write a **separate covering letter** outlining their suitability for the post, which should be accompanied by the following:

- (1) The School's **application form**. (Please note that of necessity this is a PDF document and must be completed by hand. Scanned emailed copies will be accepted.)
- (2) A full **curriculum vitae**.
- (3) Copies of any **qualifications and certificates** mentioned in the application.
- (4) Details of **two referees**. (Please note that references may be taken up for candidates shortlisted for second interview).

Closing date: 16 May 2012 but applications will be considered on receipt.