



CHIGWELL SCHOOL
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From the Headmaster
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iSAMS Administrator (Permanent -Term time plus)



Introduction

We are seeking to recruit an enthusiastic and motivated iSAMS Administrator from April 2020. The main responsibility for this role is to manage the iSAMS school management information system and assist with the use of iSAMS across all areas of the School and with timetabling changes. The successful candidate will be required to have proven experience of working with databases with an excellent understanding of data handling, SQL and PowerShell programming and knowledge of school systems including, ideally, iSAMS.

This is a permanent position during term time plus fifteen additional days during the school holidays.

Background

Founded in 1629 by Samuel Harsnett, the son of a Colchester baker who went on to become Archbishop of York, Chigwell School stands on its original site with the original school building still in use. However, whilst Chigwell of today is conscious of its long-standing history, it is a forward-looking, ambitious, co-educational independent school of 975 pupils aged four to eighteen. It enjoys excellent facilities, a dedicated staff, bright and hardworking pupils, and a site of 100 acres.

Chigwell School is located in the picturesque village of Chigwell just over ten miles from central London and on the Central Line. The extensive, beautiful grounds are close to the edge of Epping Forest and it is rare for a school to have so much space and yet be so close to the centre of the Capital. Most pupils are day pupils but in the Sixth Form, there is a small community of international boarders, roughly thirty from sixteen countries, and these live in four small boarding houses.

As well as being an academic school, Chigwell has the reputation for providing a rich and full education, with plenty of opportunities for all pupils who are enthusiastic, co-operative and able. Chigwell is a caring and friendly school, with a close sense of community, not least between colleagues. As the Good Schools Guide reports: *Academically, pupils are put through their paces but it all seems to be done in such a civilised and pleasant manner that you are more likely to hear pupils talk about opportunities and prospects than pressure and stress. "Anyone who wants to do well here, will do well" said one student, "and I can't think of a nicer place to succeed."*



The School Development Programme

Over recent years, the School's facilities have been extensively developed in order to enhance the educational experience that pupils receive. The development programme has included the following additions:

- 2008 Wilson Building teaching block
- 2008 Floodlit AstroTurf pitch
- 2009 Junior School library extension
- 2010 Complete redevelopment of catering facilities
- 2010 Sixth Form coffee shop
- 2010 Harsnett's and Church House converted into boys' boarding houses
- 2012 The Old Chigwellian Club and land was incorporated into the school estate
- 2013 Pre Prep School built and opened
- 2013 Two new science labs created
- 2014 Drama Centre balcony extended to provide additional music and drama rehearsal space
- 2016 The Risham Sarao Sixth Form Centre was completed
- 2017 Extension of Dining Hall
- 2018 Renovation of the Chapel
- 2019 Extension of Junior School

In the future we plan to:

- Develop the Sports Centre
- Expand our music facilities
- Further expand our provision of bursaries



The School

Some pupils join Chigwell School in Reception and there are two classes in each of the three Pre Prep year groups. A small number of other children join the Junior School at 7+ (Year 3) and there are three classes in each of the KS2 year groups. At 11+ (Year 7) there is a further entry with four or five classes making up Years 7 to 11. Again, there is a small entry into the Sixth Form. Entry at each stage is selective and although there are three main sections to the School (Pre Prep, Junior School and Senior School) these sections work closely together and there is a common ethos running throughout.

There are over a hundred teachers and together with the support staff, there is a friendly, mutually-supportive atmosphere. We place considerable emphasis on life outside the classroom. Members of staff are expected to involve themselves fully in the life of the School, helping with games and other activities outside the classroom. The Pre Prep has a rich outdoor curriculum and all pupils have weekly sessions in the School's wooded area.

Chigwell warmly welcomes those of all faiths and no one will be excluded from appointment on religious grounds. Members of staff are expected to attend Chapel services and assemblies on a regular basis.



The Role

The aim of the role is to manage the iSAMS school management information system and assist with the use of iSAMS across all areas of the School by inputting, processing and analysing data and producing reports as required as well as with timetabling changes. The role reports to the Bursar via the Deputy Head (Staff & Systems).



Main Duties and Key Responsibilities

- Ensure that regular iSAMS reports are produced to assist with
 - Student Reporting,
 - Admissions,
 - Marketing
 - Budgeting
 - Music lessons
 - Medical provision
 - Extra-curricular provision
 - Trips
 - SOCS sports fixture system
 - Rooming, group lists, registers etc.
 - And others as required
- Provide a first line iSAMS support to Teaching & Administration staff, contacting the helpdesk when the issue needs to be referred.
- Support the Deputy Head (Staff & Systems) in links between iSAMS and Timetabler, including ensuring that iSAMS reflects timetable changes throughout the year in an accurate and timely manner
- Ensure data held on iSAMS is correctly entered in a uniform way,
- Provide training for iSAMS to staff where appropriate.
- Manage a variety of tasks surrounding academic promotion, year rollover, and academic reporting

- Extend the use of iSAMS and provide administration support to do this
- Analyse data for student tracking
- Undertake collection, collation, dissemination and statistical presentation of academic results
- Liaise with the HR and ICT departments in the enrolment of new users
- Liaise with the Librarian in respect of Accelerated Reader and the Library Management System
- Uphold and promoting the welfare of children and young people at the School

General responsibilities:

- Maintain a clear and orderly working environment.
- Maintain a smart appearance at all times in keeping with the School's image.
- Set a good example in terms of punctuality and attendance.
- Participate in training, other learning activities and performance development as required
- Attend and participate in relevant meetings as required
- Undertake and document a performance review with the line manager in accordance with the School's performance management review process
- Be aware of and comply with policies and procedures relating to child protection, equal opportunities, health and safety, confidentiality and data protection reporting all concerns to an appropriate person.
- Maintain appropriate confidentiality according to the School and legal requirements.
- Contribute to the overall ethos, work and aims of the School
- Appreciate and support the roles of other professionals
- To have an awareness of the day to day issues within the School and ensure communication systems are effective between all relevant departments within the School.
- Promote equality as an integral part of the role and treat everyone with fairness and dignity.
- Carry out any other duties as may be reasonably required appropriate to the post
- Employees must be aware of the responsibility placed on them under the Health & Safety at Work Act (1974) to ensure that agreed safety procedures are carried out to maintain a safe environment for employees, pupils and visitors.

This job description is not exhaustive and will be subject to periodic review. It may be amended to meet the changing needs of the School.



The Person

This is a challenging and exciting position. We are seeking an enthusiastic and confident individual with relevant experience and the ability to manipulate and disseminate data effectively, across the whole school community.

Person specification

	Essential	Desirable	Assessment
Education and Qualifications	<ul style="list-style-type: none"> Educated to A-levels equivalent 	<ul style="list-style-type: none"> Microsoft Certified Database Administrator or Microsoft Certified Solution Expert: Data Platform 	<ul style="list-style-type: none"> Application Form Certification
Experience	<ul style="list-style-type: none"> Previous experience of MIS data management Experience of working to agreed deadlines and schedules 	<ul style="list-style-type: none"> Experience of administering SQL databases Experience of writing custom reports/modules for end user presentation Experience of producing accurate data for reporting and assessment Experience of working in a school environment 	<ul style="list-style-type: none"> Application form Interview Previous experience
Skills	<ul style="list-style-type: none"> Advanced working knowledge of standard corporate computing software (Word, Excel, Outlook) Able to deliver good quality training and support staff 	<ul style="list-style-type: none"> In depth knowledge of iSAMS or similar school information management system. Knowledge of Microsoft SQL Knowledge of Powershell programming or another scripting language. 	<ul style="list-style-type: none"> Application form Interview Previous experience

Personal competencies	<ul style="list-style-type: none"> • Strong analytical and problem solving skills • Strong communication skills both verbally and in writing • Able to communicate confidently with staff at all levels and to communicate complex ideas to non IT professionals with clarity • Strong customer focus • Strong interpersonal skills • Ability to multi-task and prioritise successfully • Proactive in anticipating business model and data requirements • Cooperative, flexible, a team worker • Enthusiastic and innovative • Skilled in time management with an ability to work to strict deadlines • Committed to continuous professional development • Committed to the safeguarding and welfare of pupils 		<ul style="list-style-type: none"> • Application form • Interview • Previous experience • References
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Salary

Competitive and dependent upon the skills and experience of the successful candidate.

Hours of work

This is a term time position (includes inset days at the start of each term) plus fifteen days during the holidays by mutual arrangement with the Deputy Head (Staff & Systems) but to include the last week of August and a week after the end of Trinity Term (July). Normal working hours are 8:00am to 4:00pm with a one- hour lunch break.

Benefits

Chigwell School is a very happy place to work. The School provides a supportive working environment and there is a well-developed programme of professional development. Pupils are enthusiastic, well-behaved and eager to learn, and colleagues are supportive, dedicated and get on well together. There is a strong sense of community. Other benefits of working at Chigwell School include:

- A competitive salary
- Strong commitment to professional development
- Membership of the Pension Scheme
- Death in Service Cover
- Personal Accident Cover
- Employee Assistance Support Programme
- Complimentary lunch and break time refreshments during term time
- On site free parking and cycle racks
- Free use of school sports facilities outside of the school day
- Medical Centre on site
- Use of School Library
- A beautiful working environment - 100 acre site, beautifully landscaped with a number of listed buildings
- Good transport links by tube (Central Line), road and local bus route
- A supportive community of highly motivated students and staff



Applications

Applicants should complete the teaching staff application form which can be accessed directly from our website: www.chigwell-school.org (Vacancies) and sent to the HR department at: hr@chigwell-school.org.

Mrs Anna Savage, Deputy Head (Staff & Systems), will be happy to answer any questions; she can be contacted by e-mail: asavage@chigwell-school.org

Closing date: 23rd February 2020

Applications will be considered upon receipt. Candidates will be contacted by telephone or email to attend interview if required. The School reserves the right to interview and appoint before the closing date.

Chigwell is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants must be willing to undergo child protection screening including checks with past employers, prohibition orders and enhanced DBS.

