

Shrewsbury

CO-EDUCATIONAL BOARDING & DAY SCHOOL



Information for Candidates

MIS Data Manager

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Headmaster's Welcome

Having moved to Shropshire with my wife and young family in 2018, I can speak with first-hand experience of the warmth of welcome offered by the School community and indeed within the town of Shrewsbury. It really is a friendly, gentle yet invigorating place to live and work.

The School's 110 acres have the feel of a village gathered around a green. Stunning architecture complements the natural beauty of ancient trees and open spaces that are meticulously maintained. We wholeheartedly believe that children and staff alike respond to the inspiration of their surroundings. There can surely be fewer more uplifting places in which to live and learn. Staff morale is high and there is a shared sense of purpose which is energising. The pupils are a diverse crowd who are united by a willingness to participate and enjoy all that the school has to offer. We have an excellent staff development programme ensuring that colleagues are stimulated to keep growing as professionals.

Above all, it is a community where the individual is celebrated and encouraged to become the fullest and best version of her or himself: this goes as much for the staff as it does the children in our care.

Thank you for your interest in Shrewsbury School. I hope that this document will encourage you to go ahead with an application that may lead to your joining this unique and vibrant school community.



Welcome to Shrewsbury School

Shrewsbury School, Independent School of the Year 2020, has a world-class reputation for all-round excellence. Fully co-educational, with a seven-day boarding heartbeat and an integral day community, the school delivers a dynamic education that develops the abilities and enthusiasms of each and every pupil.

Founded by Royal Charter in 1552, Shrewsbury School is one of the 'great' nine schools in England identified by the Clarendon Commission of 1861. The School moved to its current location in 1882. Over the centuries it has grown in size and reputation. Girls first joined the Sixth Form in 2008, and it is now ranked amongst the leading co-educational boarding schools in the world, educating around 840 pupils aged 13-18 years.

Shrewsbury delivers a programme of academic learning that is exciting, challenging, responsive and versatile. On the School's breath-taking 105-acre site on the banks of the River Severn, pupils also have the opportunity to participate in a wide range of sporting, music, drama and co-curricular activities, as well as being encouraged to engage in adventure and charitable endeavour.

Shrewsbury School is committed to a seven-day full boarding model that benefits from a local day element. The current school roll in September is around 840 pupils of whom more than three-quarters are full boarders and around 20% are non-UK passport holders.

Packwood Haugh Prep School (co-educational, boarding and day school for pupils aged 3-13) became part of the Shrewsbury family of Schools in 2019.

Shrewsbury is a registered charity with a number of wholly owned trading companies, an annual income of over £25m and a staff of 400. It is overseen by a Governing Body which has up to 19 members. The Governing Body and its Committees meet once a term.

Recent years have seen an ambitious programme of new buildings and refurbishment projects. A fifth girls' House (Queen Elizabeth Hall) opened in September 2023, along with two new all-weather sports pitches and the fully refurbished Barnes Theatre, was recently opened by Sir Michael Palin, Old Salopian, with additional new teaching facilities for Drama and Dance. Three boys houses, Rigg's Hall, Ingram's Hall and Churchill's Hall have also recently received significant refurbishment.

MIS Data Manager

Permanent, Full Time

Looking for a dynamic role where your expertise can make a real impact on school operations?

Join our team at Shrewsbury as the **MIS Data Manager** and play a pivotal role in revolutionising our school's data management systems. In this key role, you'll manage and develop our school's Management Information Systems (MIS), ensuring data accuracy, quality, and full compliance with GDPR standards.

As the lead for ISAMS, our primary MIS, and supporting our CRM system (HubSpot), you will drive the development and integration of these essential tools, enabling seamless data reporting and tracking for staff and students alike. You'll also oversee critical annual preparations, making sure the school is ready for each new academic year with accurate, up-to-date information.

In addition to managing core platforms like the Parent Portal (My School Portal), you'll be the go-to expert for troubleshooting, system integrity, and user support, helping our team stay on top of key software. You'll train staff, establish standard operating procedures, and work with software vendors to ensure the systems meet our evolving needs.

This is a role for someone who thrives on problem-solving, continuous improvement, and playing a pivotal role in our school's operational excellence.

Ready to make a difference? Apply now and lead the way in managing our data with precision and expertise!

In addition to a competitive salary, we offer professional training and development and generous benefits which include enhanced pension contributions and holiday entitlement, life insurance, school lunch when kitchens are operational, use of the school sports and library facilities and access to a cycle to work scheme.

Early applications are encouraged. We reserve the right to close this vacancy early, should a suitable candidate be appointed before the closing date.

Full application packs and job descriptions can be obtained from our website:

<http://www.shrewsbury.org.uk/page/job-vacancies>

or email: recruitment@shrewsbury.org.uk

Closing Date: 12 noon, Tuesday 29 October 2024

Interviews will be held week commencing 4 November 2024

Shrewsbury School is committed to safeguarding and promoting the welfare of children and young people, and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

Job Description

MAIN PURPOSE OF ROLE

The MIS Data Manager is responsible for efficiently managing and developing the School's Management Information Systems and other key administration software to ensure data accuracy, quality, and compliance.

Key duties include the management and development of ISAMS the School's primary Management Information System for data, support the development and integration of the schools Customer Relationship Management (CRM) system (HubSpot), support required pupil data reporting and tracking, as well as overseeing annual preparations for the new school year.

The MIS Data Manager will also manage core administration software systems including the 'Parent Portal' (My School Portal), troubleshoot user issues, and ensure data integrity and GDPR compliance.

The role also involves training staff, developing standard operating procedures, managing system permissions, and liaising with software vendors to address maintenance and custom requirements.

LEVEL OF POSITION

The Post holder will report directly to the Director of Marketing, IT and Communications who is responsible for day-to-day Line Management including annual reviews, training and development and health and safety.

DUTIES AND RESPONSIBILITIES

The duties and responsibilities below are illustrative. The position holder will be expected to become involved in a range of work on occasions that may not be shown below:

Main Responsibilities:

- ✦ Manage the use, maintenance, integration and development of the school's primary data Management Information System (ISAMS) supporting the present and future needs of Shrewsbury.
- ✦ Work with the Director of Marketing, IT and Communications and Deputy Head (Academic) on the administration and co-ordination including monitoring and tracking progress on ISAMS.

- ✦ Liaise with Deputy Head (Academic) and teaching colleagues on all reporting cycles and supporting the uploading of these to the Parent Portal.
- ✦ Manage the preparations to ensure that the school's MIS (ISAMS) is ready for the beginning of each academic year, e.g. carrying out year-end procedures, including upload of pupil photos, the annual coordinated rollover of data in ISAMS, set up the registration cycles at the beginning of each academic year, and organisation of term dates and teaching weeks on the MIS system.
- ✦ Support the updating of information stored in ISAMS, including pupil academic data, administration of timetables, and the construction of timetable data.
- ✦ Lead the production, maintenance and coordination with relevant external third parties in the effective use of SQL Server Reporting Services (SSRS) reports for use with ISAMS.
- ✦ Ensure the integrity and accuracy of the data stored within ISAMS and other relevant data systems and software by developing standard operating procedures and best practices on the ongoing maintenance and usage of ISAMS and other relevant MIS software, including providing written protocols and guidance to relevant stakeholders.
- ✦ Ensure relevant staff are trained in the use of ISAMS and other relevant software packages.
- ✦ Work with Admissions and Marketing to develop and maintain the CRM system (HubSpot) and ensure that it is fully integrated with ISAMS.
- ✦ Manage the 'Parent Portal' (My School Portal) and provide support to parents accessing the school systems via email and telephone.
- ✦ Be the first point of contact and administrator of various other core administration software systems (SOCS, Reach, HubSpot CRM system, etc).
- ✦ Troubleshoot user problems on data software and support the implementation of required developments including but not limited to account permissions, password issues, data queries, creation of new and custom areas.
- ✦ Create, manage and support the data input and record keeping of staff, pupil, alumni and customer data in any relevant software systems.
- ✦ Manage system permissions, issuing passwords and ensuring all staff have correct access to the information management system and other software.
- ✦ Manage data retention and data cleansing of the main systems and software.

- ✦ Liaise with third party software vendors on maintenance issues and any custom requirements / reports/APIs/Integration.
- ✦ Work with The Salopian Club and Development Office ensure a smooth transition of data from school systems to alumni systems.
- ✦ Act as the School's Data Protection Coordinator working with the Data Protection Officer (PDO) and the Director of Marketing, IT and Communications.
- ✦ Create all required Data Protection Impact Assessments (DPIAs) and work with the Data Protection Officer (PDO) and Director of Marketing, IT and Communications on the application of requirements and processes.
- ✦ Work with the Data Protection Officer (PDO) and Director of Marketing, IT and Communications to ensure all data use is GDPR compliant and meets all other required standards and legal requirements.
- ✦ Support the requirements for data and/or analysis, and subject access requests where relevant.
- ✦ Maintain strict confidentiality at all times with due references to the School's Data Protection Policy and Procedures.

Suitability to work with children

- ✦ Shrewsbury School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
- ✦ The postholder must comply with the School's Safeguarding & Child Protection policy at all times.
- ✦ The postholder must undergo Safeguarding & Child Protection training as directed by their Line Manager.
- ✦ Full safer recruitment checks will be completed on successful candidates which will include an Enhanced Disclosure & Barring (DBS) check.

CONTACTS

In all contacts the successful applicant will be required to be a good ambassador for Shrewsbury School as well as maintain constructive relationships.

Person Specification

It is anticipated that the successful candidate will demonstrate the following:

Qualifications and training:

- Have experience relevant to the position.
- Degree or equivalent qualification in a relevant field.
- SQL training/qualification.
- An appropriate management qualification.
- Evidence of continued personal professional development

<u>Essential</u>	<u>Desirable</u>
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Work Experience:

- Significant experience in education relevant to the position, preferably an Independent School.
- Experience of working with, management information or data collection systems.
- Experience in the use of ICT and MIS systems and software, particularly to interrogate data. This should include Access, SQL reporting services as well as demonstrating high-level skills in Excel.
- Experience of developing reports using SQL.
- Experience of archiving of critical and statutory data.
- Knowledge of GDPR legislation and its application.
- Experience in training people.
- Experience of working with various stakeholders using influencing and project management skills.
- Good understanding of data compliance issues within a school environment or similar.
- Experience of working with senior members of staff, outside stakeholders and staff at all levels.

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- Excellent customer service skills and customer focussed approach. ✓
- Proactive in keeping up with technology trends. ✓
- Experience in the cleaning, analysis and dissemination of data and/or statistical information through reporting. ✓

Specialist knowledge:

- Expert use of the Microsoft Office suite ✓
- Experience of managing ISAMS ✓
- Use of Microsoft Excel Power Query and Power BI. ✓
- Experience of using and developing a CRM System, preferably HubSpot ✓
- Experience of using and developing a pupil and school data systems such as SOCS and Reach ✓
- Experience of managing a parent portal, preferably My School Portal ✓

Personal Attributes:

- Able to communicate clearly through a variety of media to audiences of different understanding. ✓
- Ability to work accurately with detailed analytical skills and a forensic attention to detail. ✓
- Excellent interpersonal, communication and time management skills. ✓
- A good listener with the ability to lead and inspire others. ✓
- The ability to be an effective team player or work on your own initiative. ✓
- Enthusiasm and commitment. ✓
- Highly organised and delivery focused. ✓

- Must have a flexible working and hands-on approach. ✓
- Proactive approach to the duties and responsibilities associated with the role with ability to balance conflicting demands. ✓
- Committed to safeguarding and protecting children/young people. ✓

Other / Special Working Conditions:

- Some out of hours and weekend work may be required. The successful applicant must be flexible with working hours to respond to the business needs of the school. ✓

Our Ethos

Shrewsbury School has a strong vision, derived from our position as a major co-educational boarding and day school of international reputation.

A Shrewsbury education will educate and empower each individual pupil to flourish in life and contribute positively to the world around them.

Shrewsbury offers a unique whole person education – Floreat – that fosters learning and personal development in four vital and mutually reinforcing fields: the intellectual; the active; the expressive and the reflective. Through this distinctive model of education Shrewsbury promotes the Six Salopian Virtues: wisdom; kindness; courage; integrity; self-mastery and spirit.

As a learning community, the school pursues academic knowledge, wisdom and truth with the aim of developing the ‘cultural capital’ of each child and instilling character strengths, aptitudes and vital life skills, such as resilience and resourcefulness. The individual is able to flourish whilst also pursuing communal values, social responsibility and a willingness to contribute positively to the wider world.

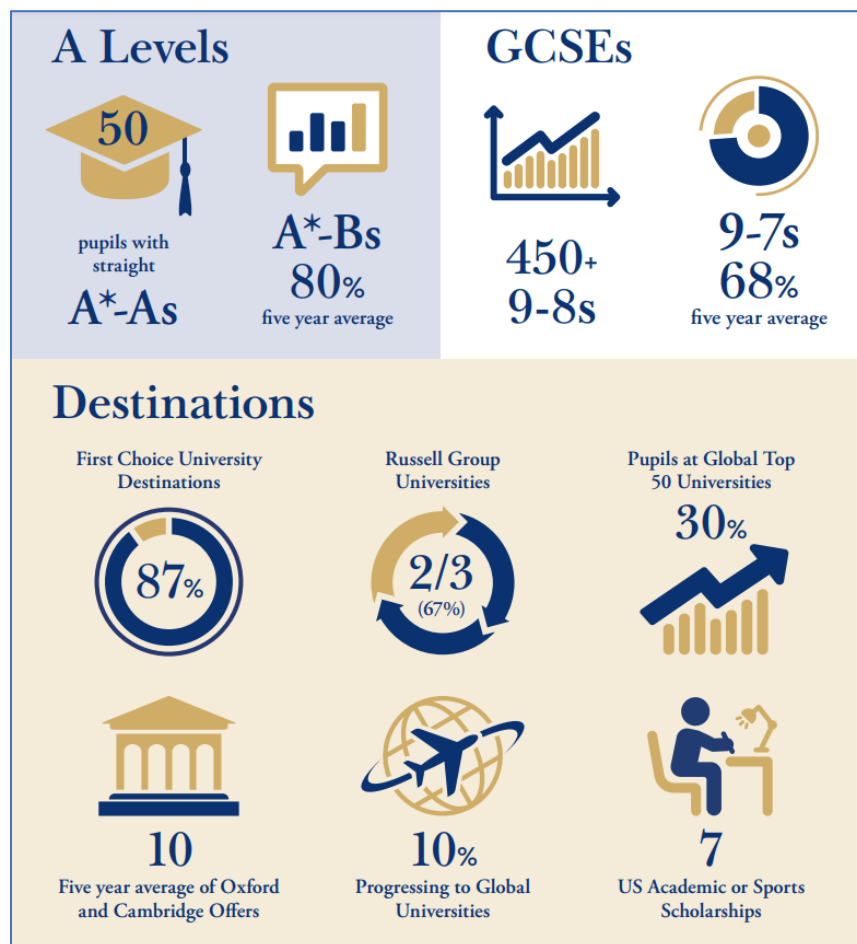
More information about Shrewsbury’s Ethos and Educational Philosophy can be found [here](#).



Academic Life at Shrewsbury

Academic life focuses on developing intellectually curious young adults who are able to think critically and creatively, have the confidence to question and to challenge and are equipped with the skills that they will need to thrive at all stages of life.

In recent years, around 10% of our leavers have gone on to Oxford and Cambridge and virtually all have won places at the university of their first choice. We expect about 80% of A Levels each year to be passed at A*, A or B grade. But there is as much joy for pupils who surpass his or her expectations as there is for the pupil whose progress to top grades always seemed more certain.



Support Staff at Shrewsbury

Support staff provide management and operational support, in various careers, which enables teachers to focus on the teaching and learning of our pupils. We believe that having motivated and enthusiastic staff who want to support teaching and learning is critical to our academic provision.

We will always strive to achieve the highest possible standards in the breadth and quality of our curriculum, the provision of our facilities and resources and achievements, whether academic, sporting, musical, theatrical or artistic, of our pupils and our staff.

Shrewsbury delights in the uniqueness of its education; a blend of values, traditions, and inspiring people. Our staff are our greatest asset with both teaching and support staff inspiring our pupils through their dedicated professional support.

The IT Department, which is where this role is based, is an integral part of Shrewsbury School and as part of the Support Staff the IT Team provides IT support to all pupils and staff whilst developing and maintaining the provision of the infrastructure, network, and supporting the academic IT strategy. This role will work closely with colleagues from across the school.



Shrewsbury School

Pastoral Life at Shrewsbury

The unique, friendly yet respectful atmosphere between staff and students plays a crucial part in establishing the character of Salopians and the School. Together we are a highly supportive community. The House system (7 boys' Houses and 5 girls' Houses) is at the heart of Shrewsbury School.

The House is a Salopian's centre of gravity, a real home from home, somewhere to relax and make friends, as well as work. In addition to their Housemaster or Housemistress, each pupil has a personal tutor who also has strong links to a house and will be involved in a duty evening plus helping out with house events and trips.



International Links

Shrewsbury School delight's in playing its part in developing outstanding schools around the world. Our first international school opened in Bangkok in 2003 and has become the benchmark for quality education in the city and the wider region.

We opened a second campus in Bangkok in 2018 to keep up with demand, while at the same time opening a new school in Hong Kong. In 2021, Shrewsbury signed an agreement for a new international school to be launched in Phnom Penh, Cambodia. Plans are afoot to open further international schools in the coming years, including Shrewsbury School India in 2025.

The Shrewsbury family of schools share commitment to encouraging intellectual curiosity and respecting diversity and have formed a close and effective partnership over the years. We exchange best practice and perspectives from our own operating contexts via regular staff visits and via Governors who sit on the Boards of the schools. Over the years Shrewsbury UK alumni have visited Bangkok to enjoy gap year opportunities there.



The Application Process

Please complete the Shrewsbury School application form together with a covering letter.

Please email your documents, ideally as 'pdfs' to: [**recruitment@shrewsbury.org.uk**](mailto:recruitment@shrewsbury.org.uk) by the closing date and time.

Alternatively, you may prefer to send a printed copy, addressed to: The Human Resources Department, The Bursary, Kingsland House, Shrewsbury, Shropshire, SY4 7BA.

Closing Date: 29 October 2024

Interviews will be held week commencing 4 November 2024.

Short-listed candidates will be contacted by telephone.

Offers will be given verbally and in writing as soon as possible following the interview.

The School reserves the right to appoint at any stage of the recruitment process.

Queries regarding applications should be addressed to:
recruitment@shrewsbury.org.uk or telephone 01743 250834.

Please also see the Recruitment Guidance Notes on page 20.



Benefits and Contractual Terms

Contractual staff benefits

Salary

The salary is competitive and is dependent upon qualifications and experience.

Hours

This is a full-time, permanent position, working during term time and school holidays.

Sick pay

The postholder will automatically join the contractual sickness scheme after the first six months of employment. In the event of sickness, you will receive 6 weeks at full pay and 6 weeks at half pay and thereafter Statutory Sick Pay.

Holiday

Shrewsbury School's annual leave year runs from 1 April to 31 March: a full year's entitlement is 28 days per annum, plus statutory bank holidays. New members of staff will receive a pro-rata entitlement in this leave year if employment commences part way through the year.

Pension

All support employees are eligible to join Shrewsbury School's Pension Scheme (employee 5%, employer 7.5%).

Life Insurance

The post holder will be able to join the death-in-service insurance scheme. In the event of your death whilst in Shrewsbury School's employment your estate will receive two times your basic salary.

Non-contractual Staff Benefits

Training & Development

All Shrewsbury School staff have the opportunity to access generous professional training; we seek to develop individuals in all areas of their school life.

Provision of Meals

While the kitchens are operational, lunch is provided in our dining room, Kingsland Hall.

Parking

Parking is provided free of charge on and around site in designated areas and with a school permit.

Sports Facilities

Our swimming pool has both staff and staff family swim times. We have tennis courts, squash courts and a gymnasium which are available for staff use.

Discount Gym membership

There is a discounted gym membership that staff can access at a local club.

Cycle to Work Scheme

The scheme gives employees access to significant savings on cycles and accessories used for commuting purposes.

Counselling

Staff can access free counselling sessions through the School Counsellors.

Recruitment Guidance Notes:

Terms of Appointment

Under the Department of Education's Keeping Children Safe in Education Regulations we have a legal duty to follow safer recruitment checks. Therefore, any appointment will be subject to the following employment checks:

Probationary Period

All appointments are subject to a twelve months' probationary period.

Application Form

All candidates must complete our application form to be considered for a job. You must list your employment history from the date you left full-time education and give details of any employment gaps. This should be accompanied by a covering letter.

Note: CVs are not accepted.

Your letter and application form should be sent as a pdf to:

recruitment@shrewsbury.org.uk

References

In order to assess candidates' suitability, we shall request at least three references. Please note that in accordance with safer recruitment regulations, Shrewsbury School will follow up written references with a telephone call to the referee. The School will also follow up recent employment within an educational setting.

Right to work in the UK

If you are invited to attend an interview you will be asked to bring identification with you to confirm your right to work in the UK. We ask that you bring **three** forms of identification with you, to include:

- ✦ Current passport or biometric residence permit
- ✦ Current driving licence
- ✦ Birth or adoption certificate for the UK or Channel Islands - issued within 12 months of birth (*including those issued by UK authorities overseas, e.g. Embassies, High Commission and HM Forces*)

Evidence of qualifications

If you are invited to attend an interview you will be asked to bring original evidence of your qualifications.

Medical Fitness

If successfully appointed, you will be asked to complete a medical questionnaire and if necessary, provide a satisfactory report from your GP.

Safer recruitment checks

Please read through the school's Safer Recruitment Policy which will give full details of the safer recruitment checks undertaken as part of the on-boarding procedure. If you have any questions on any of these checks please contact us. In summary, below are details of some of the checks carried out.

Disclosure & Barring Service (DBS) Disclosure:

If you have ever been convicted of a criminal offence, bound over or cautioned, you must read carefully the section of the application form headed 'Criminal Convictions'. The appointment is subject to a satisfactory Enhanced Disclosure & Barring Service (DBS) Certificate.

Overseas Police check

If you have spent time abroad for three months or more in the last five years you will be required to obtain an overseas check from that country. The school will support the successful candidate through this process.

Prohibition check

Some pupil facing job roles require the School to carry out a prohibition check. This is carried out online via the Department for Education website.

Social Media check

The School is required under the Keeping Children Safe in Education to carry out a social media check on all candidates invited for interview.



Shrewsbury

CO-EDUCATIONAL BOARDING & DAY SCHOOL

The Schools, Shrewsbury. Shropshire SY3 7BA.

Email: recruitment@shrewsbury.org.uk

Telephone: 01743 280500

www.shrewsbury.org.uk

Registered charity number: 528413

