



THE DOWNS
MALVERN

JOB DESCRIPTION

JOB TITLE: MIS ADMINISTRATOR

RESPONSIBLE TO: DEPUTY HEAD

PURPOSE OF THE POST: To provide administration support to ensure that the iSAMS database is accurate and up to date at all times.

KEY DUTIES:

- To ensure that all pupil records on iSAMS are correct, as far as possible and that the system is up to date at all times;
- To assist with iSAMS training for new staff and INSET for existing staff;
- To provide telephone support to staff for iSAMS;
- To edit, match and upload pupil and staff photos to iSAMS at the start of, and during, the school year;
- To assist with curriculum management in order to maintain set lists;
- To provide staff with information from iSAMS, in various forms, as reasonably requested;
- To set up iSAMS reporting and assessment cycles as required;
- To set up iSAMS Tracking sheets as required;
- To print, collate and distribute draft and final reports and report cards in line with the published schedule and assist with checking them;
- To assist with the analysis of data in iSAMS Tracking Manager;
- To monitor the recording of attendance throughout the School ensuring that the records are up to date and complete at all times and to “pre-mark” registers, for reporting as appropriate to the Senior Management Team;
- To create and maintain user-defined groups in iSAMS for items such as school trips and to enter attendance marks in advance of school trips, exam leave etc;
- To build and maintain iSAMS reports as required; and
- To raise cases with iSAMS Technical Support as required.

The post-holder will require advanced ICT skills with standard Office software. Previous experience of iSAMS would be an advantage but training will be provided.

SAFEGUARDING RESPONSIBILITIES:

- To promote and safeguard the welfare of children and young persons for whom you are responsible and with whom you come into contact.
- To be familiar with The Downs Malvern’s Safeguarding policy and comply with its requirements to safeguard and protect the welfare of children.
- To report any safeguarding concerns, including low level concerns, to the Designated Safeguarding Lead or their Deputy in a timely manner.

This post involves minimal contact with children and the post holder will not be responsible for children. The post holder will be considered to be in regulated activity.

GENERAL REQUIREMENTS

In accordance with the provisions of the Health and Safety at Work Act 1974 (as amended) and the Management of Health and Safety at Work Regulations 1999 (as amended) you must take reasonable care not to endanger yourself or other persons whilst at work. You must co-operate with the College to enable it to comply with its legal duties for Health and Safety.

The Downs Malvern is committed to safeguarding and promoting the welfare of its pupils and expects all employees to share this commitment. Employees must, at all times, have regard to the need to safeguard and promote the welfare of children in line with the provisions of the Children Act 2004 (as amended) and Keeping Children Safe in Education (as amended) and be fully aware of, and understand, the duties and responsibilities that apply to their role in relation to these requirements. All employees must attend appropriate training in accordance with School and local Safeguarding Board stipulations.

It should be noted that the above list of duties and responsibilities is not necessarily a complete statement of the duties of the post. It is intended to give an overall view of the position and should be taken as guidance only.

HOURS AND BENEFITS:

- 24 hours per week, Monday to Friday for 34 weeks of term time plus 4 weeks during the School holidays.
- This role is base at The Downs Malvern however there may, on occasion, be a requirement to work across the Malvern Family of Schools.
- Contributory pension scheme with Scottish Widows (successful candidates will be auto enrolled after successfully completing 3 months service)
- Generous membership terms (family and personal) for the College Sports Facility
- Fee concessions for staff children at The Downs Malvern and Malvern College
- Free on-site parking
- Cycle-to-Work scheme
- Death in Service Insurance cover and Personal Accident Insurance cover

APPLICATIONS:

Full details of working at The Downs Malvern and our Application form can be found on our website: <https://www.thedownsmalvern.org.uk/about-the-downs/job-vacancies.html>

Applicants may contact the Deputy Head (Academic), Mr Steve Thomas to discuss the post if they wish. Mr Thomas can be contacted via at steve.thomas@thedownsmalvern.org.uk .

Completed application forms should be sent to the Headmaster c/o Human Resources, Malvern College, Malvern, Worcestershire WR14 3DF or via email to humanresources@malverncollege.org.uk to arrive no later than **Tuesday 14th June 2022**. Interviews are currently scheduled for Tuesday 21st June 2022

If you have any queries regarding the application process, please contact the Human Resources team either via email humanresources@malverncollege.org.uk or by phone 01684 581647.

This post is exempt from the Rehabilitation of Offenders Act 1974 and the School is therefore permitted to ask job applicants to declare all convictions and cautions

(including those which are 'spent' unless they are 'protected' under the DBS filtering rules) in order to assess their suitability to work with children.

The Downs Malvern exists to provide a quality all round education for pupils aged 3 – 13 and is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Candidates must be prepared to undergo child protection screening and an Enhanced DBS check.

You will be required to provide proof of your identity, right to work in the UK and qualifications during the selection process. We may seek references on short-listed candidates that will include questions about past disciplinary actions or allegations in relation to behaviour with children and may approach previous employers for information to verify particular experience or qualifications before interview.

May 2022