

Queen Anne's School

Appointment of

Database Manager and Examinations Officer

Full Time

Applications should be marked 'Private and Confidential'



Job Description

Post Title	Database Manager and Examinations officer
Reporting to	Deputy Head Academic
Accountable to	Headmistress

Queen Anne's is one of the country's leading independent boarding and day schools for girls of 450 pupils aged 11 to 18 years.

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS). Queen Anne's School is an equal opportunities employer.

The School

Queen Anne's is well known for its high academic standards. The school prides itself on encouraging students to hold high aspirations and take a positive approach to learning in an environment where they can grow into motivated, decisive and self-assured individuals. The school is renowned for its rich programme of extra-curricular opportunities and excellence in the arts, drama, music and sport. Located in Caversham, Berkshire, the school is situated to the north of Reading near Henley-on-Thames and is just over 40 minutes from London.

Queen Anne's has recently invested in updating its facilities, including a number of new builds. Alongside the continued recruitment of excellent and skilled staff, this has resulted in improved achievement on all fronts and increasing pupil numbers.

The school takes its charitable status very seriously. Queen Anne's offers a generous number of scholarships and bursaries every year and our excellent facilities are enjoyed by members of the local community as well as by members of the school.

Further details about the school are available on our website at www.qas.org.uk

The Role

To manage the administration, organisation and effective operation of both the School's management Information Systems and internal and external examinations across the school year. In addition, a proportion of the postholders time will be assisting the Learning Development Co-ordinator with associated work and be involved in staff training for more effective uses of any databases and IT.

As Database Manager the post holder is expected to:

- To manage all the school's information systems
- Investigate and implement, where necessary, new modules for the school database system in order to assist with the smooth running of the school.
- Work closely with the Director of ICT in all aspects of database (Schoolbase) administration and appropriate training for staff in liaison with the HR Advisor
- Manage the school database (Schoolbase) to ensure that all pupil data is up to date and accurate and that all associated lists, reports, mailing data and returns are produced accurately and on time for all relevant departments
- Enter all academic timetable and pupil tracking data
- Work closely with the Deputy Head – Academic and Director of ICT in the administration and creation of the academic timetable
- Inform the Deputy Head – Academic and Director of ICT of any relevant updates or changes regarding the database (Schoolbase)
- Provide database (Schoolbase) training, as necessary, to staff in order to continually upgrade skill levels and ensure maximum effectiveness
- Assist other departments, for example, for Admissions with maintaining data on Schoolbase.
- Undertake general clerical and administrative duties
- Organise the cover system for academic lessons
- Assist other members of the school office team in other tasks during particularly busy periods

As Examinations Officer the post holder is expected to:

- Be familiar with the databases and electronic systems used for the submission of entries and for the issuing of results
- Enter all data associated with public examinations
- Deal with requests for remarks, submitting them to the examination boards and feeding back results to the relevant staff
- Download results, in collaboration with the relevant colleagues and issue as appropriate
- Liaise with examinations boards when required.
- Be the School's principal link with the examination boards, following up queries from members of staff and to give out literature to the relevant members of staff which may be sent out by the examinations boards
- Organise the sitting of all public examinations and to aid the organisation of internal examinations establishing venues and invigilation. To disseminate entry statements and details of venues and times to pupils
- Take charge of examination papers and other examination materials and stationery and to keep them secure
- Be responsible for the financial issues related to examinations such managing the examinations budget, recharging candidates for examinations as appropriate
- Liaise with the Heads of Departments, Learning Development Co-ordinator and the EAL Co-ordinator to establish for each exam a list of those pupils eligible for extra time or for laptop provision or further provision, such as a reader
- Source readers internally or inform the HR team in a timely manner should additional manpower be required. Be prepared to investigate other options that technology could provide to make this more efficient.
- Make arrangements for external candidates to sit examinations
- Attend, when appropriate, Inset days organised by the examination boards and other relevant agencies and to disseminate information to other members of the school as appropriate
- Assist the Heads of Year to arrange a timetable for internal examinations for GCSE and GCE candidates
- Provide the HR team with details of needs for external invigilators in a timely manner
- Manage the training of external invigilators
- Undertake any tasks which relate to public examinations

To undertake any other duties that is reasonable within the scope of the post, as determined by the Deputy Head (Academic).

All employees are required to assist the School where necessary in applying UK Border Agency policy with regard to overseas students. These duties include giving information, when requested, to allow records to be kept on pupils' visas and attendance, as well as other matters.

Note: This job description is not a comprehensive definition of the post. It will be reviewed as part of the cycle of appraisal, and it may be subject to modification or amendment at any time after consultation with the holder of the post.

PERSON SPECIFICATION

Job Requirements:	Essential:	Desirable:
Experience/Qualifications	• Excellent IT skills including a good knowledge of all MS Office packages, including Access database (data base entry and processing) and Excel spreadsheets	• Experience managing Databases such as SIMS and Schoolbase • Previous experience of working in a school environment • Used to working in a small accountable team • Used to a varied workload
Knowledge/Skills	• Demonstrate excellent communication skills with an ability to communicate with a range of staff, pupils and parents. This includes a very high standard of literacy and accuracy • Ability to manage and prioritise workloads • Meticulous attention to detail • Demonstrable ability to plan and prioritise own workload with minimum supervision • Ability to plan ahead and work within agreed timeframes	
Personal Attributes	• Self-motivated – ability to demonstrate initiative and be proactive • Ability to plan ahead and provide information as required on time • Calm - work well under pressure • Team-player - co-operate with others • Sense of humour • Flexible attitude to work • Honesty, reliability and loyalty	

Outline Pay and Conditions

The hours will be full time and there is scope to be flexible around the working hours . There will however be a requirement to work the two weeks in August when examination results at GCSE and A-level are released.

A salary of £35,000 will be offered in accordance with experience and qualifications. This salary will be reviewed annually.

The school campus provides an attractive environment. Members of staff benefits include Pension Scheme, Discounted Bupa Cover, Child Care Voucher scheme, School fee reduction where appropriate and excellent training and Inset opportunities. Members of staff have the opportunity to use the school sport and leisure facilities.

Queen Anne's School is an ILM (Institute of Leadership and Management) accredited centre for training.

The appointment will be conditional on a satisfactory enhanced DBS disclosure and the person appointed will be required to work in accordance with the School's Policy for Child Protection.

The Application Process

Please supply a completed application form and a letter detailing why you should be considered for this role along with a current CV addressed to:

Mrs Judith Tremayne

HR Advisor

Queen Anne's School

Henley Road, Caversham

Berkshire, RG4 6DX

Alternatively, please email hr@gas.org.uk

