

Database and Data Compliance Officer



St Leonards
St Andrews, Fife

JOB INFORMATION PACK FOR DATABASE AND DATA COMPLIANCE OFFICER.

St Leonards is an HMC and IAPS School situated in the vibrant, cosmopolitan university town of St Andrews, making the most of its special location. St Leonards has its own self-contained medieval campus in the heart of the town and is in the enviable position of offering an exceptional range of academic, sporting, musical and creative possibilities. We are the current 'Sunday Times Scottish Independent School of the Year', one of only a few Scottish schools to have been awarded this prestigious accolade twice.

From our vantage point in one of the most inspiring locations in the UK, we provide an outstanding education - combining exceptional academic achievement with a happy, friendly atmosphere and a world of opportunity.

St Leonards is close to sandy beaches, historic landmarks and stunning countryside. Edinburgh and Dundee Airports are within easy reach - approximately an hour's flight from London.

St Leonards has two sections: Junior from Years 1 to 7 (P1 to P7); and Senior from Years 8 to 13 (S1 to S6). The School is fully co-educational with over 530 boys and girls on the roll. 120 pupils are boarders. Around 20% of the school roll is international. The Sixth Form (Years 12 and 13) has 130 pupils. All Sixth Formers study the International Baccalaureate Diploma Programme (IBDP) or BTEC Diploma after completing their IGCSEs/GCSEs in Years 10 and 11. St Leonards has been an accredited IBDP school for 13 years and the ethos of the IB permeates all sections of the School. The Junior School has 170 pupils and follows the IB Primary Years Programme (PYP) in Years 1 to 6. We are introducing the IB Middle Years Programme into Years 7, 8 and 9 with a view to accreditation in late 2018.

Our IBDP average score is typically 33/34 and with typically around 80% of all Higher Level (HL) scores being 7/6/5 (equivalent to A*/A/B at A level). This compares with the global Diploma average of 29/30 points. We have been the top performing A level/IB Sixth Form in Scotland for 2015, 2016 and 2017 (Sunday Times).

For more information on the International Baccalaureate, visit the School web-site: stleonards-org.fife or ibo.org.

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We are seeking to appoint a well-qualified Database and Data Compliance Officer (described as the Database Officer hereafter) to start in post as soon as possible.

The Database Officer is accountable to the Headmaster through the Head of IT Services.

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CONTEXT

The role of Database Officer is new to St Leonards and we are seeking a well-qualified individual with high-level interpersonal skills and an attention to detail.

The position will be based in the IT Services department, though there will be other working areas available for use, depending on the task.

St Leonards has a close working relationship with the IT Services section of our near neighbour, the University of St Andrews, with a service level agreement in place concerning the maintenance of the school network, IT facilities and technical support.

St Leonards uses a number of databases to ensure an effective flow of information and knowledge around the various levels of the organisation, including pupils, teaching and support staff, parents and others.

The Database Officer will be responsible for making sure that the key databases used by the school are set up, organised and function effectively and efficiently; that relevant 'housekeeping' of the databases is undertaken; that data entry and distribution is effective and efficient; and that data handling is GDPR compliant.

The databases currently in use include Managebac, OpenApply, PASS/3sys, CEM, Raisers Edge, ClarionCall. The School also makes widespread use of Sharepoint to enable staff to share information.

Managebac is the main information system concerning the day-to-day registration of pupils; the timetable; pupil achievement in the form of assessment results and reports which are shared with parents; curriculum information; pastoral information. Managebac also functions as our main parent portal.

CEM is the main database use for baseline and diagnostic testing of pupils, giving a measure of potential and academic progress.

ClarionCall is used to contact parents during emergencies and other purposes such as organising Junior School activities and parents' evenings. It is the intention to move such functions to Managebac.

OpenApply is our pupil admissions database.

WCBS PASS/3sys serves as our main Payroll, HR, Accounting, Finance and Medical database.

Raisers Edge is our alumni relations database.

The role of Database Officer will, in the first instance, primarily relate to Managebac, CEM and Sharepoint and, to a lesser extent, 3sys and ClarionCall. The Database Officer will be responsible for the sharing, in a suitable form, of information between databases as required.

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RESPONSIBILITIES

The Database Officer will be responsible for managing and maintaining the key school databases.

The Database Officer will work closely with the Executive Team of the Headmaster; Deputy Head (Academic); Deputy Head (Pastoral) and the Junior School Head and Deputy Head in helping translate strategic objectives, concerning the sharing of information by means of databases, into effective practice.

The Database Officer will ensure that relevant information concerning staff, pupils and other key stakeholders and responses received are effectively and efficiently processed in the relevant databases. This will include data entry for new pupils and staff; relevant and GDPR compliant data deletion as well as efficient housekeeping.

The Database Officer will, in liaison with relevant school staff, ensure the effective and efficient organisation of the various databases to ensure the school requirements are met.

The Database Officer will ensure that pupil details and other necessary information are accurately entered in the relevant database and all communications and stored information is GDPR compliant.

The Database Officer will have a coaching and mentoring role in guiding key staff on the most effective use of the school databases, as well as GDPR related training in liaison with the HR Officer. S/he will periodically review the School's policies in relation to data protection.

COMPETENCIES

The Database Officer will:

- have an excellent working knowledge and understanding of databases;
- have a problem-solving approach coupled with an attention to detail;
- be able to work independently and with initiative to complete a range of interrelated and, at times, complex tasks;
- have excellent team working skills and enjoy working with other people;
- have high level interpersonal and communication skills;
- be committed to the School's mission, aim and values.

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.

The post is subject to an enhanced PVG (Protecting Vulnerable Groups) disclosure and two satisfactory references, one of which must be the current employer.



PERSON SPECIFICATION

Criteria	Essential	Desirable
Education, Training and Qualifications	<ul style="list-style-type: none"> • Educated to degree or equivalent level. • Relevant IT/database management qualifications and experience • Enhanced PVG (Disclosure Scotland) membership. 	<ul style="list-style-type: none"> • Evidence of continued professional development.
Experience	<ul style="list-style-type: none"> • Relevant experience of database management • Experience of working in teams and collaborating with others; • Experience of effective problem-solving. • Experience relating to data protection/GDPR issues. 	<ul style="list-style-type: none"> • Experience of working in an education environment; primary, secondary, university or college;
Skills	<ul style="list-style-type: none"> • An approachable, supportive manner; • High level communication and collaboration skills; • An attentiveness to detail and accuracy; • An ability to make links and connections to help solve problems. • An ability to work independently and take responsibility for planning own workload. • Ability to work calmly under pressure and keep to deadlines. • Sensitive to the needs of others and supportive when required. • Professional manner and appearance. 	

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REMUNERATION

The salary range for this post is £30,085 to £33,854 per annum, depending upon experience.

The annual leave entitlement is 38 days (pro rata for the first year of employment). A generous pension scheme is available with Standard Life.

Currently there is a staff fee discount of up to 50% for child/children.

The completed Application Form should be sent by email or post to:

Mrs Gill Morgan
HR Officer
St Leonards
St Andrews
Fife
KY16 9QJ

g.morgan@stleonards-fife.org

Closing date for applications: Monday 28 January 2019 at 12:00pm

Interviews are expected to be held week commencing 4 February 2019.

The successful applicants will be notified by email or telephone.