



A M E S B U R Y





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DATA ADMINISTRATOR

Dear Prospective Applicant,

At Amesbury Prep School, we understand the importance of accurate, accessible, and secure data in supporting the smooth running of a modern school. Our Data Administrator plays a key role in ensuring that academic and pupil data is well maintained, enabling staff to make informed decisions and deliver the best possible outcomes for our pupils.

We are currently seeking a detail-oriented, proactive, and approachable individual to join our team as a **Data Administrator**.

This is a part-time position, working **25 hours per week during term time, plus two additional weeks during the summer holidays**.

The successful candidate will be responsible for maintaining the school's Management Information System (iSAMS), supporting staff with data access and reporting, and ensuring data integrity across a range of departments. The role also includes two days per week based in the School Office, providing front-of-house support and contributing to the welcoming and professional environment that defines Amesbury.

Amesbury is a vibrant co-educational preparatory school set in the beautiful countryside near Hindhead, Surrey, catering to approximately 318 children aged between 9 months and 13 years.

Our ethos is built on excellence, inclusivity, and a strong sense of community, with staff embracing a 'work hard, play hard' approach.

If you are passionate about data, enjoy working collaboratively, and thrive in a dynamic school environment, we warmly invite you to apply.

An application form can be found at [Careers at Amesbury | Amesbury School Hindhead](#)



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School Aims

Our primary aim at Amesbury Prep School is to ensure that every child enjoys a fulfilling and enriching educational journey. We strive to create an environment where each student feels valued, supported and empowered to reach their full potential. Specifically, our goals include:

1. Equipping every child with the skills, aptitudes and resilience necessary for success in senior school and beyond.
2. Cultivating a caring community that promotes commitment, courtesy, cooperation, tolerance and compassion.
3. Fostering strong partnerships between home and school to enhance the educational experience.
4. Setting a high standard of achievement and innovation, while nurturing personal development among staff.
5. Fulfilling our social and environmental responsibilities to society.

Qualifications

Qualification or demonstrable experience in maintaining school database systems is desirable.

Experience with Microsoft Power BI is desirable.

Proficiency in the use of Outlook, Word and Excel is essential.

As this role will be front-facing when working in the school office, strong interpersonal and communication skills are essential.

Reporting

Appointed by the Bursar and reports to the Head of IT, working closely with the Deputy Head Academic.

The Head of IT is responsible for the Data Administrators PPDP

Purpose

The Data Administrator's role is to enable the school to make the best and most efficient use of its academic and pupil data. This is achieved by ensuring that the school's data is accurate, stored correctly and that stakeholders can access the data that they require. Principally this will involve the maintenance of the school's Management Information System (MIS), iSAMS.



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Generally based in the IT department, the Data Administrator will work two days a week in the front office in order to provide cover for the school's receptionist.

Main responsibilities

- Be responsible for the integrity of pupil data within the MIS.
- Maintain a constant consideration for the security and protection of data stored within the MIS and attached systems.
- Ensure that departments are equipped with the training and resources they need to maintain the data that they are responsible for.
- Be the first point of contact for MIS related queries
- Facilitate the retrieval, analysis and presentation of data stored within the school database.
- Be responsible for the transfer of data into and out of 3rd party systems. A representative list of which can be found below.
- Be the principal contact with the MIS provider.
- Maintain a strong working relationship with the MIS provider.
- Induct new staff in use of the MIS.
- Provide ongoing training for existing staff.
- Identify and implement efficiencies when using school data.
- Be located in the Front Office of the school for 2 days per week to offer support to the School Receptionist at busy times.

Working with the Deputy Head Academic to

- Assist in the development and implementation of the school's academic timetable.
- Facilitate the production of parental reports.
- Facilitate parents evening.



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List of departments that use the MIS to read and write data

- Admin (Front Office)
- Finance
- HR
- Marketing
- Admissions
- Medical
- Learning Support
- Academic

3rd Party systems

- Wonde
- CPOMS
- SOCS
- GL Assessments
- Libresoft
- LightSpeed
- SchoolCloud
- Microsoft
- Surrey County Council

Safeguarding Commitment

Amesbury Prep School is committed to safeguarding and promoting the welfare of children and young people. All staff and volunteers are expected to share this commitment and will be subject to enhanced DBS checks.



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If you have any questions or would like to discuss the role further, please don't hesitate to get in touch recruitment@amesburyschool.co.uk