

Systems Specialist



WARWICK
SCHOOL



Applications to: hr@warwickschools.co.uk

This School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All appointments are subject to a satisfactory enhanced DBS check.



Warwick
Preparatory
School

Girls aged 3–11, Boys aged 3–7



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Boys aged 7–18



**King's
High**
WARWICK

Girls aged 11–18

Warwick Independent Schools Foundation comprises three schools providing quality education for boys and girls aged 3-18; Warwick Preparatory School, King's High School and Warwick School.



The School

Warwick School has a long history. The town of Warwick first appears in the Anglo-Saxon Chronicle in the year 914 AD and this has long been taken as the date for the foundation of our school. The school moved to its current location on the banks of the River Avon in 1879 and in 1906 the name of **Warwick School was adopted. From that point onwards the oldest boys' school in the country has grown from strength to strength.**

The school is now a large community. There are over 250 boys in the Junior School and approximately 980 pupils in the Senior School, including a Sixth Form of over 270. In addition, there are facilities for 60 or so boys as full (or occasionally weekly) boarders. There are approximately 100 full-time teachers on the Senior School staff.

The Junior School for boys from Year 3 to 6, is divided into two parts: Upper and Lower School.

Whilst the Junior School has its own buildings on campus, the boys also share many of the facilities with the Senior School boys including the Sports Centre, Music Department, Dining Hall, Bridge House Theatre and Warwick Hall.

Over the past 20 years, significant investments have been made to improve the facilities and accommodate an ever increasing school roll. A new sports pavilion, theatre, state-of-the-art science building, teaching block and school hall have provided new and spacious accommodation. In 2014, the school celebrated its 1100th anniversary, which provided a wonderful opportunity to celebrate its history and success with the whole school community.

The reputation of Warwick School in the local area and beyond has led to the recruitment of excellent staff and pupils, and this in turn has resulted in record exam results, exceptional achievements in music, drama and sport, and an ever growing programme of co-curricular activities. A Warwick School education is fun. The school prides itself on its strong sense of identity and its ability to provide an outstanding all-round education to a wide mix of boys between the ages of 7 and 18.

We provide a large number of means-tested bursaries to ensure that as many boys as possible can enjoy the benefits of this education, regardless **of their parents' ability to afford the fees.**

We enjoy ever closer links with our sister schools within the Foundation and **recently announced plans for King's High School to move from their town centre site and be adjacent to us on our Myton Road campus.**



What next for Warwick School?

We are committed to a process of ongoing improvement, determined to provide the very best education possible both now and in the future.

We are now creating the next stage of our story and have undertaken an extensive planning process in order to create a clear, distinctive and original strategic plan for the next five years. This has been based on the input and ideas from staff and governor workshops along with pupil and parental surveys.

We have created a five year strategic plan, with five top priorities to achieve our vision by 2021.

Our purpose: To inspire and nurture every pupil to thrive in the world, both now and in the future – the Warwick Way.

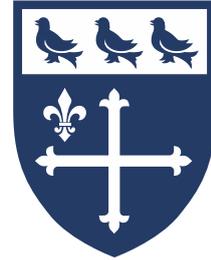
Our vision: Warwick School will be the most inspiring, rounded and caring boys' school in the UK – *Altiora Peto, 'I aim for higher things'.*



The Warwick Way

The Warwick Way is what makes Warwick School distinctive and special – the beliefs and values that define us.

Boys are at the heart of everything we do. We exist to inspire and nurture them morally, spiritually, intellectually, physically and socially. We want to build on their individual strengths and help them grown into well-rounded young men: confident but not arrogant, who can play a positive role in the world.



We seek to foster:

Curiosity to ask questions, challenge ideas and think for oneself

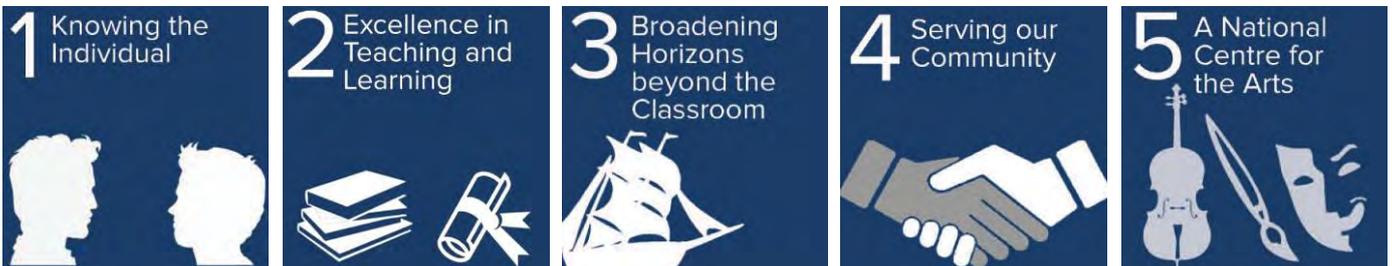
Creativity to use imagination without limitations

Courage to embrace challenge and always to do what is right

Perseverance to keep trying, regardless of the outcome

Responsibility to create a better world around us

Humility to listen and respect others and to put them first



Our five key priorities are:

1. **Knowing the Individual**
2. **Excellence in Teaching and Learning**
3. **Broadening Horizons beyond the Classroom**
4. **Serving our Community**
5. **A National Centre for the Arts**



Systems Specialist

Job Title

Systems Specialist

Responsible to

Director of E-Learning

Salary

Up to £25,000, according to experience and qualifications. There is also the opportunity to be paid pro-rata if a more flexible term-time only contract was required.

Working Hours

37.5 hours per week, full time OR term time only with two weeks in holidays

Job Summary

Providing a comprehensive and effective technical support service within the school for key applications such as ISAMS, Firefly, Planet E-stream, SOC/CMS, Room Booking Systems.

Start Date

November 2018 (or before this, if available)

Job Description

It is envisaged that this role will provide an important link between the IT Support Department, the academic departments and the academic management of Warwick School and Warwick Junior School. Both schools rely heavily upon cloud-based services including Microsoft 365, Firefly and ISAMS. We are looking for someone to be responsible for liaising with service providers; specifying and diagnosing problems; developing and training on these applications, as well as advising the relevant staff on how to best integrate the systems. It is expected that the successful candidate will keep abreast of the latest developments in these areas.



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Specific Duties

- Responsibility for maintaining, upgrading, configuring, administrating, troubleshooting and repairing key software used by Warwick School, particularly that which is used for reporting, registration and parental communications such as ISAMS and Firefly.
- Liaising with key staff to ensure that access is always available to key applications and giving advice/support to staff about how best to use these services.
- Liaising with the Assistant Head (Academic); Director of E-learning; Foundation Director of ICT; Deputy Head (Teaching and Learning); Director of Studies (Warwick Junior School) and the Academic Data Manager on software aimed to drive forward Teaching and Learning at Warwick School.
- Liaise with IT support to ensure the smooth running of communication and reporting through Parent portal, Student portal, ISAMS, **Parents'** Evening Booking Systems and Office 365.
- Liaise with Marketing and Admissions to ensure that Parent portal is used effectively.
- Manage certain day to day functions within ISAMS (such as setting up registration, timetables and the uploading of exam results and reports).
- Support the Director of E-Learning in working with academic departments to help them develop their vision for how technology can be integrated into their subject area.
- Develop the use of SQL and SSRS in order to manage the provision of data recording services.
- Configuration and set up of reports and data customisation.
- Production of technical procedures, manuals, user guides and equipment inventories.
- Contribute to the development, training, supervision and motivation of staff.

Additional Duties

- Out of hours work will be needed, from time to time, to ensure that systems are kept up-to date and regular maintenance is carried out. Time of in lieu will be given for this. This may require working at weekends from time to time.
- Undertake appropriate learning and training as directed to keep abreast of development in the core applications.
- Participation in professional development interviews and appraisals.
- Undertake such duties as the Head Master may from time to time reasonably request within the level of the post e.g during publication of exam results.
- Help to ensure compliance with the General Data Protection Regulation (GDPR).
- To report any Health and Safety problems relating to the Health and Safety Officer.
- To be alert to any Child Protection issues and report these to the DSL (Designated Safeguarding Lead).



Person Specification for Systems Specialist

The following person specification indicates those areas of skills and personal characteristics, qualifications, training and experience that are either essential or desirable in the candidates being interviewed.

Skills and personal characteristics	Essential	Desirable
Good communication skills	✓	
Strong technical ability	✓	
Good team member and also work on own initiative	✓	
Confident use of SQL and SSRS		✓
Ability to prioritise	✓	
Good timekeeping and organisational skills. Reliable attendance and punctuality	✓	
Resilience	✓	
Curiosity and genuine interest in technology	✓	
Knowledge of Educational Technology		✓
Willingness to learn	✓	

Qualifications and Training	Essential	Desirable
Basic Coding Skills	✓	
Experience with iSAMS or similar school MIS database		✓
Experience of managing and manipulating databases		✓
Knowledge and understanding of data systems in schools		✓
Experience of working with collaborative tools such as Microsoft Office 365, Microsoft OneNote, Google Docs, Google Apps For Education		✓
Experience of working with web technologies such as PHP, JavaScript, interacting with published APIs		✓



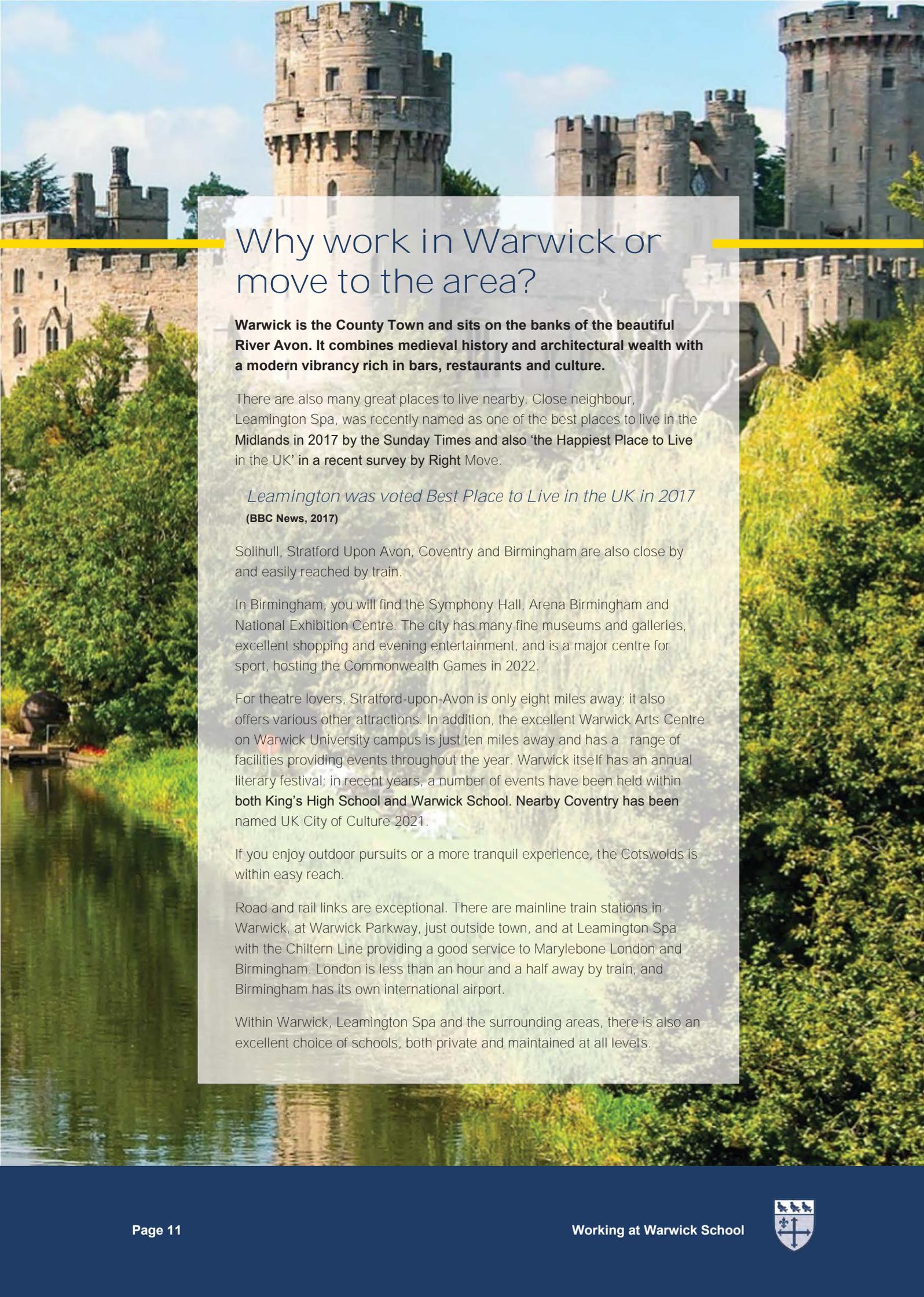


A scenic view of Warwick Castle, a large stone medieval fortress, situated on a hillside overlooking the River Avon. The castle's architecture features Gothic-style windows and battlements. The river is calm, reflecting the castle and the surrounding lush green trees. A small red boat is visible on the water. A yellow horizontal bar is positioned at the top of the image.

“ Warwick is a market town with a rich history, boasting the most famous medieval castle in England. ”

visitwarwick.co.uk



A scenic view of Warwick Castle, a large stone fortress with multiple towers and battlements, situated on a hill overlooking the River Avon. The river flows through lush green trees in the foreground. The sky is blue with some light clouds. A semi-transparent white box with a yellow border is overlaid on the image, containing text.

Why work in Warwick or move to the area?

Warwick is the County Town and sits on the banks of the beautiful River Avon. It combines medieval history and architectural wealth with a modern vibrancy rich in bars, restaurants and culture.

There are also many great places to live nearby. Close neighbour, Leamington Spa, was recently named as one of the best places to live in the Midlands in 2017 by the Sunday Times and also 'the Happiest Place to Live in the UK' in a recent survey by Right Move.

Leamington was voted Best Place to Live in the UK in 2017
(BBC News, 2017)

Solihull, Stratford Upon Avon, Coventry and Birmingham are also close by and easily reached by train.

In Birmingham, you will find the Symphony Hall, Arena Birmingham and National Exhibition Centre. The city has many fine museums and galleries, excellent shopping and evening entertainment, and is a major centre for sport, hosting the Commonwealth Games in 2022.

For theatre lovers, Stratford-upon-Avon is only eight miles away: it also offers various other attractions. In addition, the excellent Warwick Arts Centre on Warwick University campus is just ten miles away and has a range of facilities providing events throughout the year. Warwick itself has an annual literary festival: in recent years, a number of events have been held within **both King's High School and Warwick School**. Nearby Coventry has been named UK City of Culture 2021.

If you enjoy outdoor pursuits or a more tranquil experience, the Cotswolds is within easy reach.

Road and rail links are exceptional. There are mainline train stations in Warwick, at Warwick Parkway, just outside town, and at Leamington Spa with the Chiltern Line providing a good service to Marylebone London and Birmingham. London is less than an hour and a half away by train, and Birmingham has its own international airport.

Within Warwick, Leamington Spa and the surrounding areas, there is also an excellent choice of schools, both private and maintained at all levels.



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Warwick School
Warwick
CV34 6PP

+44 (0)1926 776400
enquiries@warwickschool.org
www.warwickschool.org