



**CHURCHER'S
COLLEGE**

School Data and Systems Administrator

Term-time only, Permanent

September 2026



The School

Churcher's College is an Independent coeducational day school offering Nursery, Junior, Senior and Sixth Form education. With 1055 pupils in the Senior School and 285 pupils in the Junior School (excluding the Nursery) of approximately equal numbers of boys and girls, Churcher's College enjoys recognition as one of the most accomplished independent, coeducational day schools in the country.

The school is hosted on two campus sites in Hampshire enabling the Junior School and Nursery pupils to flourish in their own beautiful grounds in Liphook, whilst maintaining close links to the Senior School and Sixth Form located in nearby Petersfield. Both sites offer on-site playing fields and unrivalled facilities, providing the comfort and opportunities of an open, healthy environment.

Churcher's College offers the widest range of experiences and the opportunity to be the best. The school has received independent acknowledgement for its academic success, creative arts, performing arts, adventurous activities and sporting achievements. Churcher's is an inclusive school where parents, children, staff and friends all contribute to the rich and broad education provided. We aim to nurture children into educated, informed, socially responsible and respectful citizens ready to succeed in life.

The Role

The School Data and Systems Administrator plays a crucial role in maintaining and enhancing the integrity, accessibility and efficiency of data across all school systems. You will be responsible for the day-to-day management of data operations, managing and administering all of the School's data management systems including the Management Information System

(iSAMS), Pupil Portal (Teams), SharePoint, Pupil Safeguarding System (CPOMS), Trips & Activities System (Evolve), Room Booking System and the website's Parents' Area. You will collaborate closely with Senior Management Team members, teachers, support staff and parents, meaning that excellent team-working and communication skills are pre-requisites.

The role includes business analysis, maintenance of content, setting up forms/reports, monitoring consistency and quality of data, providing support, guidance and training to staff, responding to parent queries, coordinating upgrades and managing the relationship with third party suppliers. An understanding and high regard for data protection and security will be required.

You will report to the Director of Digital Systems as part of the IT Department and will benefit from expert technical back-up from your IT colleagues, but you will sit alongside the School's key support functions in recognition of the collaborative nature of the role. Whilst you are based at the Senior School in Petersfield you will also support our Junior School and Nursery based nearby in Liphook and will be expected to visit the Liphook site regularly to provide in-person support.

Main Duties include

- Designing and setting up school reports for parents as needed by both the junior and senior schools.
- Managing user accounts and profiles including creating new accounts
- Managing parent log-in queries
- Designing queries in the iSAMS database to produce custom reports for the Academic Management Team
- Maintaining the school's data and content

including form groups, tutors, term dates, registration periods, house allocations, personal tutors and all parent portal content, ensuring content owners provide content in a timely manner

- Updating pupil timetables, creating school report files for distribution and mark books
- Completing the annual rollover of systems
- Setting up booking forms for all trips and visits and distributing to parents in a timely and professional manner with support to trip leaders for reporting
- Proactively assessing information systems training needs for all staff, delivering training and support when required
- Providing timely first and second line support for staff with all systems, working closely with the IT team to diagnose problems and ensuring that support requests are resolved with the relevant supplier
- Building relationships with the account manager of our key systems and managing those relationships to ensure efficient third part support
- Monitoring the performance and availability of systems and working closely in collaboration with the IT team and suppliers to ensure all systems are working at optimum performance
- Creating self help documents and videos for staff and parents
- Proactively evaluating and recommending the selection of new or upgraded systems in line with school requirements.
- Managing and collating the Annual Census information and submissions, plus other Department of Education Submissions
- Producing fortnightly and monthly attendance reports for the Senior management team.



Qualities, Skills and Experience

- Excellent communication skills with the ability to interpret and explain data and technical issues to non-technical staff.
- Experience of administering Management Information Systems. Previous experience of working in a school and with iSAMS is desired but not essential as training on our systems will be provided.
- Be skilled in managing and manipulating complex sets of data using Microsoft Excel, and using mail merge with Microsoft Word. Including confidence in using advanced formulae and pivot tables in Microsoft Excel
- Experience with using Microsoft SharePoint
- Strong organisational skills, an adaptable and approachable working style, excellent attention to detail, the ability to work efficiently and independently, correctly prioritising workload in a busy environment.
- Demonstrate flexibility to provide occasional out-of-hours and weekend support where necessary.
- Being confident in SQL database management and query writing is desirable
- A teamplayer with excellent time management skills, and punctuality
- Be well presented and with a welcoming friendly and personable manner.

Employment Terms

Location: Churcher's College Senior School, Ramshill, Petersfield GU31 4AS

Responsible to: Director of Digital Systems

Hours: 37.5 a week (8.30am-4.30pm) during term time plus up to 100 hours as required during school holidays.

Pay: Competitive Salary depending on experience.

The children of staff are eligible for a fee remission subject to satisfying the usual entry requirements

Start date: 1 September 2026

Vetting/recruitment: As a consequence of the Children Act 2006 and KCSIE 2025, all staff appointed to positions at Churcher's College must

undergo a check with the Disclosure & Barring Service. A copy of the School's Recruitment, Selection and Disclosure Policy and Procedure is available on the website. Two written references will be required and any gaps in employment records will be investigated.

It is also necessary for all staff to notify the school before the appointment of any convictions, or other factors which may be relevant to their employment in a school environment.

The 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. Churcher's College is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

Churcher's College aims to be a fair employer and is committed to equal opportunities. Churcher's College does not discriminate against employees on the basis of gender, ethnic origin, religion or religious belief, disability or age. We embrace inclusion and fairness in the workplace: diversity is to be celebrated and as such we strive towards a fully immersive culture of inclusion, diversity and equality.

To Apply: Please complete the application form (available from the website) and send with CV and letter of application to Claire Buckton, HR Manager, Churcher's College, Ramshill, Petersfield, Hampshire GU31 4AS, or by email to recruitment@churcherscollege.com.

Closing date: 9.00am Monday 18th May 2026 (early applications welcome).

Interviews will be held on Thursday 4th June 2026

