

PORT·REGIS

Data Systems Administrator

Port Regis is one of the country's leading co-educational day and boarding schools for children aged two to thirteen. A school in which tradition and innovation have gone hand in hand for more than a century, we provide a thoughtful, rounded education that enables children to thrive. This education goes well beyond our beautiful buildings and outstanding facilities – it is rooted in our culture and values.

Role Profile

The Data Systems Administrator is responsible for the day-to-day administration of the school's data systems and provides operational support across timetabling, calendar management, co-curricular activities and academic administration.

The postholder will ensure that school information systems are maintained accurately and effectively, provide support and training to staff, and coordinate a range of administrative processes that contribute to the smooth running of the school.

The role works closely with members of the Senior Leadership Team and teaching staff and supports the delivery of school operations through effective administration, organisation and communication.

Remuneration and Benefits

The successful candidate(s) can expect:

-  Competitive rates of pay, pension and holiday benefits
-  An employee assistance programme with extensive support in relation to wellbeing and wellness, finance and legal, work and personal issues, as well as a wide range of rewards and discounts
-  Free car parking
-  Complimentary use of the school's staff gym and Sports Centre
-  Delicious meals in our Dining Hall during working hours
-  A beautiful setting in which to work
-  To join a delightful team and an exceptional working environment
-  Competitive school fee remission

Hours of Work

Thursday 09.00-13.00

Friday 09.00-17.30

12 hours per week

35 weeks of the year

Start Date

September 2026

Job Description

Responsible to

Head of Data Systems

Key Responsibilities

-  Administer the School's Management Information Systems, including iSAMS, SOCS and My School Portal
-  Maintain accurate pupil, staff and operational data across all school systems
-  Create and manage user accounts and permissions
-  Provide first-line support for staff using school systems
-  Generate reports and information as requested by senior leaders and staff
-  Support the implementation of system developments and updates
-  Ensure data is maintained accurately and in accordance with school policies

Person Specification

Essential:

-  Strong IT and data management skills, including Microsoft Excel
-  Experience of providing administrative support for school events, meetings or co-curricular activities
-  Excellent organisational skills and the ability to manage competing deadlines throughout the academic year
-  High level of accuracy and attention to detail when maintaining records and producing reports
-  Excellent communication and interpersonal skills, with the confidence to liaise with staff, parents and external providers
-  Ability to identify and resolve issues relating to timetables, bookings, clashes and operational administration
-  Ability to maintain confidentiality and comply with GDPR requirements
-  Commitment to safeguarding and the values and ethos of the school

Desirable:

-  Experience of managing timetables, calendars, room bookings or scheduling processes
-  Experience working within an independent, preparatory or maintained school environment
-  Experience of using iSAMS, SOCS, My School Portal or other school Management Information Systems
-  Experience of timetable administration and resolving scheduling conflicts

-  Experience of administering co-curricular activities, hobbies programmes or educational events
-  Knowledge of GDPR, data protection requirements and best practice in data management
-  Experience of delivering staff training and supporting colleagues in the use of information systems

General

-  Provide administrative support to the Head of Data Systems, Senior Leadership Team and other departments as required
-  Attend relevant meetings and take accurate minutes, ensuring actions are recorded and followed up where appropriate
-  Maintain accurate records, databases and documentation in line with school policies and procedures
-  Liaise effectively with staff, parents, governors, feeder schools, senior schools and external agencies
-  Manage room bookings and support the organisation of meetings, events and school activities
-  Assist with the preparation of reports, returns and statutory information as required
-  Support the administration of school events, parent meetings and other key activities throughout the academic year
-  Assist with annual school processes, including census returns, school photographs and examination administration
-  Provide School Office cover when required, including registration and reception support
-  Monitor and maintain the accuracy of information published across school systems and communication platforms
-  Work collaboratively with colleagues across all areas of the school to support efficient operations
-  Ensure confidentiality is maintained when handling sensitive pupil, staff and school information
-  Comply with all school policies and procedures, including safeguarding, health and safety, data protection and staff conduct requirements
-  Undertake training and professional development as required
-  Undertake any other duties that may reasonably be required by the Headmaster in support of the School's operational needs

Application Procedure

If you feel you can meet the requirements of the post, I would be delighted to hear from you.

Please complete the application form on the school website (www.portregis.com) and send it, along with a covering letter, to: Clair Beaty-Pownall, Director of People (peopleteam@portregis.com) or via post to Port Regis, Motcombe Park, Shaftesbury, Dorset SP7 9QA at your earliest convenience and to arrive before 12.00 on Monday 3rd August 2026.

We reserve the right to close this vacancy early should we receive sufficient applications; therefore, **early applications are encouraged.**

Please read the Safer Recruitment Pack, Child Protection & Safeguarding Policy and Staff Code of Conduct in conjunction with your application.

Safeguarding and Child Protection

Port Regis is committed to safeguarding and promoting the welfare of children and young people. Applicants must undergo child protection screening, including checks with past employers and the Disclosure and Barring Service.

Diversity and Inclusion

Port Regis is committed to equality, diversity and inclusion. We encourage applications from a diverse range of suitably qualified candidates, including candidates wishing to work flexibly or requiring reasonable adjustments.