



# Candidate Information

## Database Manager

### May 2026

**SUTTON VALENCE SCHOOL**



Broadening Horizons.  
Since 1576.



## A Warm Welcome

Sutton Valence School (SVS) has been inspiring pupils since 1576. Our greatest strength is our community. Staff, pupils and parents enjoy mutual respect and kinship that allows each individual to embark on a unique educational journey; a journey fuelled by self-confidence, hard work and high academic standards. It is a Co-Educational Day and Boarding School for ages two to 18 and a member of various organisations such as HMC, BSA, IAPS and ISBA. It is a School with a great heart that values individuality and ensures that every pupil enjoys their own, unique journey through formative years of their education.

The **Senior School** is located in the beautiful traditional village of Sutton Valence in Kent. It currently has 560 pupils (11-18), with around 20% boarding either part or full time.

The **Prep School** - just a few minutes' drive or a short walk down a lovely track – has around 260 students aged 2-11 between its three phases – Nursery, Pre-Prep and Prep.

The School is part of the **United Westminster and Grey Coat Foundation**. This enables the School to work collaboratively with other member schools of the Foundation and also provides invaluable professional support, guidance and development. More information about the Foundation can be found here: <http://westminstergreycoat.org>.

The **HIKSVS International School in Tianjin, China**, is the most recent addition to the Sutton Valence School family having opened in August 2017, offering a British style education in a very different cultural setting. The School has been very successful since its opening and it works closely with the Governors and Leadership of Sutton Valence School. More information about HIKSVS can be found here: <http://www.hiksvs.com>.

The School has excellent facilities both indoors and outdoors; a full-size AstroTurf, tennis and netball courts, extensive sports fields, a superb indoor swimming pool, a sports hall, permanent cricket nets and an athletics track.

# Vision, Mission and Ethos

## Vision

Through our community values, broad curriculum, and extensive enrichment opportunities, we believe that all young people at Sutton Valence School will be inspired and supported to fulfil and exceed their potential. We want our students to be open-minded individuals who possess a love of learning, are confident not arrogant, and have a strong set of values reflecting our principles as a Christian Foundation.

## Mission

Our Mission is to have a School where one will find:

### Care

A caring, safe, supportive and kind community for the education of children aged 2 to 18, in a day and boarding environment;

### Challenge

A challenging, relevant and broad curriculum encouraging curiosity, delivered in ways that allow all to achieve;

### Choice

An outstanding range of creative, cultural, social and physical activities so that all can develop skills such as self-discipline, commitment, leadership and teamwork;

### Culture

A culture of curiosity and celebration of diversity which promotes excellence, independence and high standards, whilst providing support to all who need it;

### Community

A grounding in moral and spiritual understanding which promotes respect for others, along with self-respect, enabling all to contribute positively to their School community and the world beyond it.

## Ethos

A community where each cares for all and individuality is cherished.



# The Post

Sutton Valence School is seeking a skilled and proactive Database Manager to lead the development, maintenance and effective use of our Management Information System (iSAMS) and associated data platforms. This is an exciting opportunity for an organised, analytical and solutions focused individual to play a key role in supporting the academic and operational functions of the School.

A pro-rated salary of £35,000 per annum. The hours of work are 8.00am - 5.00pm Monday to Friday for all weeks of term, plus from A Level results day until the start of the Michaelmas Term. The successful candidate will also need to be available to download the GCSE results.

The successful candidate will be responsible for ensuring the accuracy, integrity and security of data across the School, managing reporting cycles, supporting examinations and timetabling processes, and overseeing integration with third party systems. You will work closely with senior leaders, teaching staff and support teams, providing expert guidance, training and hands on support.

We are looking for someone who is confident working with complex data systems, able to manage competing priorities, and committed to improving processes and user experience. Experience within a school environment is desirable but not essential.

We are looking for someone who:

- Has strong experience managing SQL databases, SSRS and MIS platforms;
- Can produce accurate reports and analysis using SQL and SSRS;
- Is confident supporting staff and training non-technical users;
- Has excellent attention to detail and a meticulous approach to data quality;
- Can work independently, manage their workload and respond calmly under pressure;
- Is forward thinking, adaptable and committed to continuous improvement.

In return, we offer:

- The opportunity to play a central role in the School's data and information systems;
- A supportive and collaborative working environment;
- Professional development and training opportunities;
- The chance to make a meaningful impact across the School community.

If you are an organised, motivated and technically capable individual who enjoys problem solving and supporting others, we would be delighted to hear from you.

# Main Duties Include

## Data Management & Reporting

- Ensure the accuracy, integrity, and security of data within iSAMS;
- Manage user access, permissions, and provide staff training and induction;
- Produce analysis and reports for SMT, Heads of Department, and Governors using SQL and SSRS;
- Manage assessment cycles and create reporting templates for parents;
- Complete statutory DfE returns including the Census;
- Import external datasets (prior attainment, transfers, exam data, etc.);
- Produce bespoke reports to support academic leadership;
- Publish reports and exam results to the Parent Portal;
- Set up iSAMS spreadsheets for interim, internal, and mock results;
- Ensure that GDPR requirements in relation to data management are consistently maintained.

## MIS & Systems Administration

- Oversee the operation of iSAMS, MSP, SQL Server databases, ensuring stability, performance, maintenance, updates, compliance, and documentation;
- Maintain iSAMS modules and ensure full system functionality;
- Manage year end processes including roll over and timetable imports;
- Set up new academic sets in June for the following September;
- Manage set changes throughout the year as requested by Heads of Department;
- Create Teams classes ready for the new academic year;
- Support integration with third party systems (MSP, CPOMS, SOCS, TES, School Cloud, Family, Evolve etc.);
- Oversee organisations requiring third party access to iSAMS data;
- Undertake training to stay up to date with new iSAMS developments.

## Calendar & Reporting Administration

- Roll over, import, manage and publish all School calendars;
- Produce collections of School reports for senior staff;
- Manage the placement of reports and exam results onto the Parent Portal;
- Manage the setup of reporting templates and structures across Prep and Senior and the publishing of reports.

## Examinations Support

- Organise and manage the download of external exam results on release days (GCSE and A Level);
- Support the setup of examination venues, including laptops and connectivity;
- Resolve iSAMS issues relating to examination concessions data;
- Assist with the import of examinations data and production of student results.

# Main Duties Continued

## Timetabling & Academic Administration

- Import timetables from third party software into iSAMS;
- Upload pupil activity choices into iSAMS;
- Manage activity choices, including pupil input and backend management;
- Manage music and drama lesson timings, notifications to parents/pupils, and missed lesson alerts.

## Parents' Evenings & Parent Access

- Set up Senior School Parents' Evenings using School Cloud;
- Support parents with troubleshooting the online booking system;
- Set up parental accounts in iSAMS/Portal and ensure correct linking;
- Maintain and improve parent facing systems.

## Technical Support

- Provide support to the Network Manager with network maintenance where required;
- Assist with troubleshooting data related queries across the School;
- Provide support to the IT Department to include setting up laptops for exams, producing ID cards issuing new laptops.

## General Administration

- Provide support to update, maintain, achieve and develop databases;
- Produce ad hoc reports and update existing reporting frameworks;
- Support other administrative teams during peak periods;
- Assist with data queries and cross departmental information needs.

# Person Specification

## Essential Experience

- Strong background in maintaining SQL databases and managing SSRS;
- Experienced in managing and administering School MIS platforms;
- Proven ability to lead and deliver projects effectively from initiation to completion;
- Skilled in coaching and supporting non-technical staff to build confidence and capability;
- Experienced in producing accurate, insightful statistical reports.

## Desirable Experience

- Knowledge of systems such as iSAMS, Raiser's Edge, MySchoolPortal, School-Post, and SOCS;
- Understanding of DfE Census requirements and ISI reporting processes;
- Previous experience working within a school or educational environment;
- Experience managing and integrating APIs;
- Working knowledge of Microsoft SharePoint administration.

## Essential Skills

- Clear, professional, and confident communication skills, both written and verbal;
- Strong analytical and problem solving abilities;
- Highly meticulous approach to data validation, accuracy, and quality assurance;
- Effective time management and organisational skills;
- Excellent customer service skills with a focus on support and relationship building;
- Exceptional attention to detail.

## Personal Competencies and Qualities (Essential)

- Able to work independently, using initiative to manage and prioritise workload;
- Forward thinking mindset with a commitment to improving and streamlining processes;
- Strong understanding of confidentiality, discretion, and professional conduct;
- Quick to learn and apply new technologies and concepts;
- Collaborative team player with a positive, proactive attitude;
- Calm, adaptable, and committed approach to work.

# Join Our Team at Sutton Valence School

## How to Apply

To be considered, applicants must complete the official application form in full. Please note that CVs will not be accepted as a substitute.

Your covering letter should highlight:

- The skills and attributes you would bring to Sutton Valence School;
- How your experience aligns with the role;
- Specific details of experience and achievements.

Submit your completed [application and monitoring form](#), along with your covering letter, to [hadmin@svs.org.uk](mailto:hadmin@svs.org.uk).

Alternatively, post your application to:  
Assistant Bursar  
Sutton Valence School  
North Street  
Sutton Valence  
Kent ME17 3HL

**Application deadline:** Friday 1st May 2026

Please note: We reserve the right to appoint before the closing date.

Not sure if you meet every requirement? Research shows that women and people of colour often hesitate to apply unless they meet every single qualification. At SVS, we are devoted to fostering a diverse and inclusive workplace. If you're excited about this role but your experience doesn't align perfectly with every detail, we still encourage you to apply — you might be exactly who we're looking for.

Sutton Valence School is committed to safeguarding and promoting the welfare of children and young people. All applicants must be willing to undergo appropriate child protection screening, including:

- Checks with past employers;
- Enhanced Disclosure and Barring Service (DBS) check;
- Declaration of medical fitness.

It is a criminal offence to apply for this role if you are barred from engaging in regulated activity with children.

All applicants are expected to read the School's [Child Protection Policy](#) prior to interview.

Sutton Valence School is an equal opportunities employer.



# Benefits to Working at SVS

## Community and Environment

We are very proud of the positive and supportive community we have and staff often comment on this being one of the best aspects of working at SVS. This, coupled with a beautiful physical environment both at School and in the immediate vicinity, make it a highly desirable place to work. Classrooms are well resourced. All teaching staff have their own devices, and our ICT facilities are regularly upgraded to support the latest teaching initiatives. Excellent discipline, support and pastoral systems help ensure successful teaching and learning.

## Fee Remission

All staff with a contract for at least one full term and have children who attend either the Senior or Prep School will be eligible to receive a discount in respect of School fees (excluding the Nursery). The current rate of discount is 50% for full-time staff, and for part-time staff the relevant percentage will be calculated on a pro rata basis. Support Staff working less than 52 weeks are deemed part time.

## Staff Development

The School has a strong commitment to professional development with a substantial budget for whole School training and individual courses, support towards degrees, teaching qualifications and apprenticeships.

## Staff Social Events

The School holds social events such as an end of year BBQ, staff drinks and canapes with the Headmaster at the start of the year, regular staff drinks at the Prep School and the Support Staff Christmas Lunch.

## School Meals

Lunches during term time are provided at no cost by our excellent caterers. Complimentary tea, coffee and other refreshments are available throughout the day.

## Benenden Healthcare Membership

All staff are welcome to join the Benenden Healthcare Scheme. The cost of joining Benenden is currently £11.90 per month; the School pays up to 80% of contributions, based upon length of service. Further information is available from the Bursary.

## Pension

Academic staff are offered membership to the TPS or to the APTIS DC Scheme. The teacher's gross salary will be dependent on the pension scheme and contribution level chosen.

Support Staff are offered the opportunity to join a defined contribution (DC) scheme TPT, and currently offer two levels of contribution. With Option One, the employee contributes 5% of their salary, and the School contributes 3%. With Option Two, the employee contributes 7% and the School contributes 14%.

## Fitness Facilities

All staff may use the Senior School's fitness facilities at designated times. These facilities include an indoor, heated, six-lane swimming pool, a fully equipped air-conditioned Strength and Conditioning Suite, and a Cardiovascular Suite, as well as a large sports hall available for a multitude of sports. The Prep School has both an outdoor swimming pool and play equipment available for staff to use.

## Free Parking

Both the Senior and Preparatory School sites have free, ample parking available for staff. The Senior site has five EV charging points, and both sites have allocated accessible bays.

## Electric Vehicle Scheme

All staff are offered the opportunity to purchase an Electric Vehicle (EV) as part of an HMRC approved Salary Sacrifice scheme; Octopus Electric Vehicle. Basically, this is much like a cycle-to-work, but for electric vehicles. You give up some of your gross monthly pay for a new EV, and can save up to 40% on the monthly cost thanks to saving on National Insurance and Income Tax.

## Press Reader

The School has a subscription to Press Reader which allows anyone on the SVS networks access to over 7,000 news publications from across the world in different languages.

## Eye Tests

If you need to use a computer for a significant amount of time a day for your job, you may be eligible for a free eye test.



# SUTTON VALENCE SCHOOL

## **Sutton Valence School**

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**SVS.ORG.UK**

A member of The United Westminster and Grey Coat Foundation  
Registered Charity No. 1181012  
Founded in 1576 by William Lambe