

D'OVERBROECK'S COLLEGE

Database Administrator

Post details

We are seeking to appoint a highly capable, experienced person to a full-time position as Database Administrator at d'Overbroeck's College. Ideally, the successful candidate will be able to start by mid-August or sooner.

THE COLLEGE

Founded a little over thirty years ago, d'Overbroeck's College is a co-educational independent school for students from age 11 through to Sixth Form. The College is based in central and north Oxford. Current student numbers stand at around 430.

d'Overbroeck's College consists of three parts:

- Leckford Place: age range 11 – 16; day pupils only; based on Leckford Road (off the Woodstock Road) in central North Oxford. There are currently around 150 pupils at Leckford Place
- The Sixth Form: based in two main teaching buildings, one on the Banbury Road and the other in Summertown; 240 students; day and boarding
- The International Study Centre: based on St Giles; around 40 international students who follow a one-year GCSE course that prepares them for entry into a sixth form, either at d'Overbroeck's or elsewhere.

In addition, we run creative arts courses in the summer holidays for children aged 8 – 15 (at Leckford Place) as well as summer English language courses for international students as part of our International Study Centre.

All in all, this is a busy and happy educational environment in which staff and students enjoy positive relationships based on mutual respect and a shared sense of purpose. For more information about d'Overbroeck's College please visit our website at www.doverbroecks.com.

d'Overbroeck's College is affiliated to the ISC (Independent Schools Council) and is in dual membership of ISA (the Independent Schools Association) and SHMIS (the Society of Heads of Independent Schools).

In common with all ISC affiliated schools, we are subject to regular inspection by the ISI (Independent Schools Inspectorate). Our most recent ISI inspection took place in October 2007. The full text of the inspection report is available on our website and can be accessed by going directly to www.doverbroecks.com/inspection.

THE POST

The IT system at d'Overbroeck's has been developed over a number of years and is currently under complete review and overhaul. The appointed person will play a key role in this exercise and will enhance the competence of the College's MIS users and contribute to the future direction of the College's ICT strategy.

Description

The role is twofold. First, s/he will manage the database, ensuring optimal performance and availability. Second, s/he will lead the drive to optimize the effectiveness with which the MIS meets the College's administrative and operational requirements.

RESPONSIBILITIES

Strategy & Planning

- Participate in and support capacity planning and the development of long-term strategic goals for systems and software in conjunction with end-users and department managers
- Undertake with the members of each administrative department in the College a detailed examination of their MIS requirements
- Analyze and report on areas where administrative needs are not being met
- Provide inventive solutions to these needs, by improving use of the MIS (e.g. by further training), adapting the MIS (e.g. by re-setting system options, providing new reports, pressing the suppliers for programme changes) or by adapting the College's administrative procedures to the capabilities and structure of the MIS
- Replace the current model, where staff receive training directly from the software providers, with one in which the DBA obtains the necessary expertise and then undertakes responsibility for both initial and ongoing training and support of staff.

Operational Management

- Manage the College's databases & corresponding applications. Optimize their performance, for both RDP connections and client to server connections
- Undertake initiatives to optimize the fit between the College's administrative work and the capabilities of the MIS (see above), and keep this process under permanent and active review
- Develop the use of the MIS and the VLE in new areas
- Maintain regular contact with our MIS provider and with users of the systems in other schools so as to remain abreast of, and where appropriate to request, developments and additions to the system
- Customize web portals in accordance with the College's needs, to provide an informative and professional appearance to staff, students and parents
- Generate and maintain reports for the smooth operation of the College, encompassing all areas, including administrative and academic
- Manage a dedicated backup of the databases and ensure high availability
- Write and maintain various scripts to support the databases and provide additional functionality.

Staff training

- Train teachers and administrative staff in the use of the database client, Moodle VLE and any other software systems that the College may wish to introduce in the future
- Write documentation for staff to support the training given
- Offer support to parents in the use of the parent portal.

POSITION REQUIREMENTS

Formal Education & Certification

- College diploma or university degree in the field of computer science and/or relevant work experience
- Certifications in either MCDBA, CMDBA, OCDBA or MCTS in SQL 2005/2008 (desirable).

Knowledge & Experience

- Extensive application support experience with any of the following Microsoft SQL Server 2000/2005/2008, Moodle, WCBS PASS and Microsoft Office
- Working knowledge of SQL
- A proven track record of experience of administrative systems and of optimizing the deployment of MIS to support them
- Working knowledge of some scripting languages (Perl, Ruby, Python, VBScript)
- Hands-on software and hardware troubleshooting experience
- Experience with data management
- Experience of documenting and maintaining configuration and process information
- Knowledge of applicable data privacy practices and laws.

Personal Attributes

- Strong customer service orientation
- Proven analytical and problem-solving abilities
- Ability to prioritize effectively and to execute tasks in a high-pressure environment
- Strong interpersonal and oral communication skills
- Adept at reading, writing, and interpreting technical documentation and procedure manuals
- Ability to present ideas and solutions in user-friendly language
- Highly self-motivated and directed
- Keen attention to detail
- Skilled at working within a team-oriented, collaborative environment.

MIS PLATFORM

Our MIS Platform is PASS, an MIS application for schools developed by WCBS (www.wcbs.co.uk), and runs on top of SQL Server 2005.

PLACE OF WORK

The successful candidate will be based in the office at The Swan Building in Banbury Road though s/he will inevitably work in one or other of the College's other buildings from time to time.

WORK CONDITIONS

- Some local travel required between College sites
- Sitting for extended periods of time
- Dexterity of hands and fingers to operate a computer keyboard, mouse, and to handle other computer components.

HOURS OF WORK

This is a full-time appointment involving an average of 37.5 hours per week, Monday to Friday. However, the successful candidate will be required to work additional hours, in the evening or at the weekend, when the pressure of work necessitates it and on occasions when there are special events such as open mornings or evenings, parents' evenings, music, art and drama events, social events, etc.

HOLIDAYS

The post carries 29.5 days paid holiday a year, including all bank holidays and public holidays.

REMUNERATION

(I) Salary

The starting salary for this post will reflect the level of skills and relevant experience that the successful candidate brings to it, probably in the range of £25,000 - £30,000 pa.

(II) Pension

The College runs a stakeholder pension scheme operated by Scottish Widows. Membership of the scheme, which is open to all staff, is optional. An employer pension contribution is made in the case of any member of staff who elects to join the scheme and who contributes at least 5% of their annual salary to the scheme. The employer contribution will exactly equal the employee contribution between a minimum of 5% and a maximum of 7%.

Applications

Applicants should complete the Form entitled 'Application for a Non-Teaching Post' which can be downloaded from this website. The Application Form and Covering Letter should be sent to **The Bursar, d'Overbroeck's College, The Swan Building, 111 Banbury Road, Oxford, OX2 6JX. The closing date for applications is Friday 20th August 2010.**

We are happy to receive applications by email provided that a duplicate hard copy of the application form with signature is posted to us. Please address emails to bursar@doverbroecks.com

NB d'Overbroeck's College aims to promote equality of opportunity for all with the right mix of talents, skills and potential, without respect to age, gender or race and welcomes applications from diverse candidates. As d'Overbroeck's meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, all applicants who are offered employment will be asked to apply for an Enhanced Disclosure of criminal background from the Criminal Records Bureau before their appointment is confirmed. This will include details of cautions, reprimands and final warnings, as well as convictions. Criminal records will be taken into account for recruitment purposes only when the conviction is relevant. Further information about the disclosure scheme can be found at www.disclosure.gov.uk