



Systems & Database Administrator

Start date:	November 2026
Contract type:	Full-time (all year), Permanent, Non-residential
Line manager:	Head of IT Services
Department:	IT Services
Hours:	Monday to Friday, 8 hours per day during term time (between 8:00am and 6:00pm) and 7 hours per day during school holidays (between 8:00am and 4:00pm).

Overview

More House School seeks an experienced and capable systems & database administrator to join its IT Services Team as a senior technical specialist. Reporting to the Head of IT Services, the post-holder will be responsible for the reliability, security, performance, and effective use of the school's core server, database, reporting, and Management Information System (MIS) platforms.

This role is central to ensuring that both on-premises and cloud-based systems operate securely and efficiently, and that school data is accurate, accessible, and fit for statutory and operational purposes. The role carries no line management responsibility, but requires a high degree of technical autonomy and professional judgement.

The successful candidate will join an existing team and will work collaboratively as a valued member of the wider school community, demonstrating a proactive attitude and a willingness to contribute beyond their immediate responsibilities. Active participation in whole-school initiatives and engagement with colleagues across all departments is essential, particularly when challenging circumstances arise and a collective effort is required.



About the Post

The Systems & Database Administrator is a senior technical role within the IT Services Department, responsible for the stability, security, and effective operation of More House School's core systems and data platforms. The post-holder will act as a trusted technical expert, providing deep specialist knowledge across infrastructure, databases, monitoring, Microsoft 365, and the School's Management Information System (MIS).

Working closely with colleagues across academic, pastoral, and administrative teams, the role ensures that school systems are reliable, well-integrated, and capable of supporting both day-to-day operations and statutory requirements.

The role requires a high degree of autonomy, professionalism, and technical judgement. The successful candidate will contribute specialist expertise to the development of the school's IT environment, support service improvement initiatives, and play a vital role in maintaining high standards of data quality, system performance, and information security across the School.

About the Department

Under the leadership of the Head of IT Services, a comprehensive review of the School's IT systems and services was undertaken in 2021. This review identified a number of structural and technological challenges and informed the development of an ambitious, three-year IT development plan aimed at modernising and replacing the majority of the School's core systems. This programme of work was successfully completed, and the School is supported by a modern, resilient, and well-integrated IT environment. Contemporary end-user platforms and robust backend systems now provide reliable, secure, and best-in-class solutions for pupils, staff, and wider stakeholders.

Alongside day-to-day user support, the IT Services Team continues to lead the ongoing development and optimisation of SharePoint Online and OneDrive, the advancement of PowerBI reporting and analytics. These developments run in parallel with the continued integration of Microsoft cloud technologies and the enhancement of the School's use of assistive technologies in both operational and educational contexts.

The School is currently supported by a team of four full-time IT Services staff in addition to this role, supplemented by carefully managed external support arrangements for critical infrastructure and specialist services.



Person Specification

Criteria	Essential	Desirable
Qualifications		
Educated to Level 2 (GCSE) with minimum C or equivalent grades in Mathematics and English.	X	
Level 4 (Foundation Degree) or above in relevant field.		X
Skills and Experience		
Hands-on experience administering Windows Server environments, including Active Directory, Group Policy, DNS, DHCP, and file services.	X	
Experience managing virtualised infrastructure, high-availability configurations.	X	
Strong working knowledge of Microsoft 365.	X	
Experience administering SQL-based databases, including MS SQL Server and MariaDB, with a focus on performance, integrity, and secure access.	X	
Demonstrable experience developing PowerBI reports and dashboards, including data modelling and dataset management.	X	
Experience supporting or administering a Management Information System (MIS) (e.g. iSAMS, WCBS/Pass, SIMS, Arbor, or equivalent).	X	
Experience using monitoring and observability tools, such as Zabbix, to maintain system health, alerting, and performance insight.		X



Person Specification

Criteria	Essential	Desirable
Skills and Experience (cont.)		
Experience with Microsoft Hyper-V.		X
Experience with PowerShell scripting or other forms of systems and workflow automation.		X
Advanced PowerBI capabilities, including automation, optimisation, or governance practices.		X
Experience with Tes Engage.		X
Knowledge of Salamander Soft and/or Wonde.		X
Understanding of data structures, integrations, and reporting requirements within an educational environment.		X
Experience working within an independent school or wider education sector.		X

Personal Attributes

The successful candidate will maintain a professional and inclusive standard of conduct and presentation appropriate to a school environment, recognising the impact this has on visitors' perceptions of the School. They will possess strong analytical, diagnostic and problem-solving skills, with the ability to investigate and resolve complex technical issues, while handling sensitive and confidential pupil and staff information with discretion. Equally comfortable working independently or collaboratively, they will demonstrate excellent written and verbal communication skills, including the production of clear technical documentation. Above all, they will show a strong commitment to the School's vision, mission and values, promoting positive outcomes for all pupils with enthusiasm, integrity and dedication.



Our People Promise



Wellbeing & Support

- Access to a confidential Employee Assistance Programme for personal and professional support.
- Free use of on-site fitness gym to support your health and wellbeing.



Everyday Convenience & Value

- Free on-campus parking set within the School's beautiful grounds.
- Cycle to Work Scheme to support sustainable and healthy commuting.
- Access to high-street and lifestyle discounts, including teacher discounts and Blue Light Card-style savings, offering reduced prices on shopping, dining, travel, and entertainment.



Great Food, On Us

- Award-winning complimentary meals provided during working hours in the School's refectory.



Pension & Financial Security

- Teaching Staff: Access to a defined contribution pension with a highly competitive 21.3% employer contribution, including Death in Service and Income Protection cover. Eligible employees may alternatively remain in the Teachers' Pension Scheme (TPS), with the option to make up any difference above the 21.3% employer cap via a salary adjustment (further details available).
- Non-Teaching Staff: Membership of the NEST pension scheme, with employer contribution to support long-term financial wellbeing.



Career Development & Training

- A comprehensive induction programme, including a fully funded, nationally recognised Level 3 SEND qualification.
- Ongoing professional development, specialist qualifications, and continuous learning supported through INSET days and training opportunities.



Safeguarding, Equality, and Data Protection

Safeguarding Statement

This role is deemed to be one of working in regulated activity, meaning that the post-holder may expect to come into unsupervised contact with children and young people frequently in the discharge of their duties on-campus. As such, the expectations of conduct, required of all adults working at More House School, apply to this position, as does a full Safer-Recruitment vetting process of any appointee. A key responsibility of all adults working within the School is that of ensuring the effective safeguarding of all children and young people, through adherence to the School's policies; full-training is given.

This post is subject to an Enhanced DBS clearance and the receipt of satisfactory references before a formal job offer is confirmed.

Equal Opportunities Statement

More House School is an equal-opportunities employer. We welcome applications from candidates of all genders and backgrounds. All appointments are made strictly on merit.

GDPR and Data Protection Statement

By applying for this role, you agree that More House School may process your personal data for the purposes of recruitment and selection, in accordance with GDPR / UK GDPR. Information you provide will be used only for assessing your application, progressing the recruitment process, and carrying out any necessary pre-employment checks. Your data will be stored securely, accessed only by authorised staff, and retained in line with our data retention policy. You have the right to access, correct, or request deletion of your personal data at any time. Further details are available in our Privacy Notice.

