

JOB TITLE: MIS AND SYSTEMS ANALYST

**REIGATE GRAMMAR SCHOOL
INFORMATION FOR CANDIDATES**

Role commences: **As soon as possible**





REIGATE GRAMMAR SCHOOL

Alderman Henry Smith founded Reigate Grammar School in 1675. For over 345 years, young people have been educated on the same site, in the heart of Reigate, an historic market town in the east of Surrey at the foothills of the North Downs in an area of outstanding natural beauty.

RGS is a leading HMC independent co-educational day school. It is a highly successful, happy and exciting school, which aims to provide a broad and balanced education to boys and girls that will prepare them for the modern world. The school song, *To Be a Pilgrim*, reminds our students that they are on a journey of noble purpose, to have an impact and to make the world a better place. We aim to educate the whole child and offer a broad range of experiences for all. We are an inclusive school and, built upon the vision of our founder, are committed to social mobility and the provision of bursaries through wider access and a supportive Reigatian community.

“Happy Kids Great Results” Good Schools Guide 2019

Reigate Grammar School caters for over 1050 students aged 11 to 18. Another 600 students are educated at Reigate St Mary's Preparatory and Choir School and Chinthurst School, RGS's junior and nursery schools – both recently shortlisted for UK Independent Prep School of the Year. RGS offers the very best academic education with equal prominence placed on the arts, sport and a rich extra-curricular programme. RGS has a distinctive educational philosophy and a strong ethos of pastoral care underpinning a well-rounded education. The House system has some clearly defined aims: for everyone to feel part of a team; to allow leadership to be nurtured; talent to shine; confidence to surge; teamwork to flourish; and competitive spirit to develop. In the school's academic culture of intellectual freedom, the structure of the curriculum means that students receive a strong grounding in core subjects but can elect to pursue any area of interest. In the elective curriculum, one student may learn to trade stocks while another deepens their understanding of French literature. It is a challenging and balanced education, equipping students for the opportunities and demands of their future lives and allowing them to explore their personal passions.



REIGATE GRAMMAR SCHOOL

The first line of the school's most recent ISI report asserts that 'the quality of the students' achievements and learning is exceptional': the first co-ed day school to achieve this rare accolade. RGS' approach to teaching and learning melds expert teaching knowledge with a modern, innovative approach to pedagogy with a judicious use of technology. Inspirational and personalised teaching and learning is at the centre of the vision and requires expert teachers. The school is one of a small number of world-class schools to have been a global pioneer in High Performance Learning, focusing on the development of global citizens, advanced performers and enterprising learners.

Outcomes at RGS are world-class, with 90% of GCSE entries graded 9–7 in 2025. A Level results remain outstanding, with 95% of entries awarded A*–B. This year, 98% of applicants received offers from top universities, including Oxbridge, Russell Group institutions, and leading medical schools.

Reigate Grammar School has been named The Sunday Times' Independent Secondary School of the Year 2025, following on from being awarded Independent School of the Year 2024 by Education Today. We are also featured in the Tatler School Guide 2025 as one of the top schools in the UK, and were again recognised in the Sunday Times Parent Power league tables as the best co-educational day school in the Southeast.

In addition to academic success, our broader educational impact has been widely acknowledged. In 2025 alone, we were finalists in national awards for Mind & Mental Health, Charitable Work, Diversity, Equality, Inclusion & Justice, and Headteacher of the Year. We were also shortlisted for Independent School of the Year by the TES School Awards 2025.

In 2024, we were proud winners of the Private Education Award for Most Nurturing School, and finalists for Contribution to Social Mobility, Best Learning Support, and Innovation in Education.

Shaun Fenton, Headmaster, recognised as one of the UK's outstanding educational leaders, was elected Chairman of HMC in 2018–2019 and was awarded an OBE by Her Majesty the Queen for Services to Education.



JOB DESCRIPTION

Reigate Grammar School require a MIS and Systems Analyst to provide high quality technical support and development for key systems related to student data and school administration. RGS is a large and busy school with rich academic and co-curricular programmes. The postholder will play a central role in ensuring that the systems used by the school are managed and supported in a way which enables excellence in all areas of school life.

Purpose

To lead support for the school's MIS and closely associated systems including iSAMS, My School Portal, SOCS and Evolve. To deliver effective timetabling, academic reporting and student data management.

DUTIES AND RESPONSIBILITIES

Systems

- Maintenance, development and support of the school's central database system iSAMS and closely associated systems including My School Portal, SOCS and Evolve.
 - Maintaining accurate data
 - Refining database systems
 - Managing academic timetables
 - Monitoring product updates
- User administration (joiners, leavers and role changes).
- Leading on implementation of new features for existing systems, and new systems, as well as acting as the principal point of contact for our systems providers.
- Supporting training and development within the School.

Reporting

- Management of academic report cycles and production of customised reports
- Develop and maintain a wide range of reports and dashboards using appropriate tools (SSRS, PowerBI) to support:
 - Academic progress (including exams)
 - Pastoral care (including medical data management and iSAMS behaviour data)
 - Professional Services
- Assisting Privacy Officers in Subject Access Request data searches and analysis.

Other

- To liaise with colleagues across the RGS Group on data and MIS related matters.
- To undertake any other reasonable duties commensurate with the grading of the post.

This list is not exhaustive, and the MIS and Systems Analyst will be expected to liaise closely with senior leaders, teachers and professional services colleagues. The MIS and Systems Analyst may be called upon to perform other tasks as directed by the Head and senior staff.

PERSON SPECIFICATION

This is a significant role within the school, and high-quality applicants are sought.

Essential skills/qualities

- Ability to handle sensitive information with a high level of confidentiality and discretion.
- Excellent interpersonal skills and self-awareness
- Ability to communicate complex ideas
- Ability to demonstrate technical procedures
- Flexibility in approach and adaptable to change
- A team approach to problem solving
- Attention to detail
- Ability to multi-task
- Ability to prioritise effectively
- Experience in working in education would be desirable

Technical Skills

- Sound knowledge of and experience in using one or more educational management information systems, with experience of iSAMS being advantageous
- MS Excel to an advanced level
- General SQL experience
- MS SQL Server Reporting Services
- Experience of MS Suite

There is an expectation that all RGS staff members provide a modest contribution to the extra curricular programme, cover system or student supervision system through a club or activity, regular duty, supervision on trips or other activities and/or contribution to invigilation and other areas of school life. This will evolve over time.



FURTHER INFORMATION

TERMS AND CONDITIONS

- Professional Services staff at Reigate Grammar School are remunerated according to our own salary scales. Salary range £38-42k FTE, dependent on experience and qualifications.
- Employees are entitled to join the School's Defined Contribution Pension Scheme.
- Lunch is provided free of charge during term time.
- All staff have access to the school swimming pool and fitness room at designated times, free of charge.
- Successful applicants will be required to make an enhanced disclosure to the Disclosure and Barring Services and to complete an Online Pre-Placement Medical Questionnaire.
- All shortlisted candidates will be required to complete a 'Suitability to work with children: self-declaration form'. This form must be completed, signed and returned to HR prior to the interview taking place.

SAFEGUARDING

This role will involve contact with children. Reigate Grammar School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. All applicants should read the school's safeguarding policy (available on our website) and are required to declare any criminal convictions, cautions or disciplinary proceedings related to young people. Applicants must be willing to undergo child protection screening appropriate to the post including checks with past employers and the Disclosure and Barring Services. Full details are given on the application form.

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.

EQUAL OPPORTUNITIES

Reigate Grammar School is an equal opportunities employer and welcomes applications from appropriately qualified persons from all backgrounds. We are dedicated to creating and sustaining an environment that values individuality and difference and celebrates the diversity of both staff and pupils by fostering perseverance, tolerance and integrity. We believe

in equal opportunity for everyone, irrespective of age, disability, gender, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sexual orientation or socio-economic background. Candidates will be assessed against relevant criteria only (i.e. skills, qualifications, abilities, experience) in selection and recruitment. We know that more diverse teams are stronger teams, and that the more inclusive we are, the more our staff and pupils will feel a sense of belonging and will thrive.

APPLICATIONS

Applicants are asked to complete the **Professional Services Application Form and Supplementary Form** (which are also available on our website) and send them with a supporting statement together with a CV addressed to Dawn Holmes as soon as possible and by **Wednesday 4 February 2026, 9.00am** at the latest. Applications will be considered in the order in which they are received, and the school reserves the right to make an appointment prior to the closing date.

Reigate Grammar School is committed to ensuring that the privacy of applicants and employees is protected. The School Privacy Notice is available on the school website and is included in the application pack and sets out how the school uses and protects any personally identifiable information that is collected as part of the recruitment process.

Within your application letter we would be grateful if could indicate where you saw this position, whether it was from the TES Publications, the TES Online, Indeed or Fish4Jobs or another source.

Shortlisted candidates will be invited for interview. Interviews with senior staff will explore each candidate's ability to perform the duties of the post, subject knowledge, ability to relate appropriately to pupils and colleagues, organisational and pastoral skills, and willingness to contribute to the school community.

Applications should be addressed to the Head of Human Resource and sent (by letter or by email) to:

Mrs Dawn Holmes
Head of Human Resources
Reigate Grammar School
Reigate Road, Reigate, RH2 0QS
01737 222231

hr@reigategrammar.org | reigategrammar.org



SCHOOL LOCATION AND DIRECTIONS

The RGS campus is on its original 1675 site in the historic market town of Reigate within an area of outstanding natural beauty. Adjacent to junction 8 of the M25, the school is also easily accessible from central London by train.

The school benefits from excellent facilities, including:

- A new £8m Sixth Form and Learning Resource Centre at the heart of the campus
- Drama studios and Music school
- Swimming pool
- 32 acres of sports ground with two floodlit all-weather hockey pitches, rugby, cricket and football pitches

The school is currently within the planning phase for the construction and development of a state-of-the-art sports centre on the town centre campus.

DIRECTIONS:

By Road

Reigate Grammar School and Reigate St Mary's Preparatory and Choir School are situated on the south side of the A25 about a quarter of a mile east of Reigate town centre, between Reigate and Redhill.

By rail

The school is approximately ten minutes' walk from Reigate station which is well served by direct trains from London Victoria, East Croydon, Guildford and Dorking. Frequent connections to Redhill station (about one mile away) allow access to Crawley, Horsham and towns to the south along with Nutfield, Godstone and Tonbridge to the east.

WHAT3WORDS

Main Reception: cabin.fire.brave

