



Database Manager & Timetable Officer Secondary School



UWC makes education a force to unite people, nations and cultures for peace and a sustainable future

UWC Maastricht

We offer a challenging and engaging education for students from all age groups, equipping them with the attitudes, skills and knowledge to live a meaningful and flourishing life. The UWC Maastricht educational experience is about knowing and acting. We nurture an understanding of the world and its major challenges, and help students discover how they can serve others and make a positive contribution to society and the planet. We currently serve over 900 students from more than 100 countries, 200 of whom live in our residential community on campus.

The value of a UWC education

A UWC education is life-changing. We empower change makers and future leaders through the delivery of a unique programme in a deliberately diverse community. The educational ethos of UWC combines rigorous academic standards with experiential and inquiry-based learning in areas such as sustainability, intercultural dialogue, social justice, conflict resolution and social entrepreneurship. UWC students come together from very diverse backgrounds, including the most marginalised. Access to a UWC education is given independent of socio-economic background, supported through a rigorous admission process and a comprehensive scholarship programme: around 65% of UWC students attending the final two years of secondary school are awarded a full or partial scholarship. UWC's 60,000 alumni are prized by top universities worldwide and, in their professional lives, they occupy positions of influence in industry, finance, civil society, government, healthcare, academia and the media.

Safeguarding

UWC Maastricht is committed to upholding the highest standards in student safeguarding. Throughout the application process we will be assessing your suitability to work with children and young adults and will ask for previous police records in countries you have worked in.

Join us!

UWC Maastricht recruits qualified and experienced staff from around the world who are committed to our school's mission to make education a force for peace and a sustainable future.

UWC Maastricht has per July 1, 2020, a **Full time vacancy** for a

Database Manager & Timetable Officer

The responsibilities and tasks

Database management:

- Maintain the integrity and accuracy of the iSAMS Information System and serve as the liaison with iSAMS to troubleshoot and create custom features and reports
- Maintain the parent, student and admissions portals
- Act as internal helpdesk for timetabling systems (f.e. iSams)
- Create and distribute student reports and internal and external statistical reports
- Document and maintain user instructions, transcripts and manuals
- Provide training to staff
- Develop and maintain data protocols and manage historic archiving
- Set up new academic year in the applicable systems- f.e. iSAMS and ManageBac
 - Import timetable
 - Input of new students, classes, teachers, cover rotas
- Complete and continuously explore all the options of iSAMS, to include updating fields and creating fields, meeting and coordinating with stakeholders to ensure the system is meeting the needs of the school.
- Maintain integrity and accuracy of our systems.

Timetable management:

- Construct the timetable in consultation with school leadership team and middle leaders in preparation for the start of each Academic year in September and manage the whole school curriculum timetable throughout the year
- Creation and full management of (in iSAMS) the timetable to include all classes, teachers, students, Heads of Year, Heads of Department, Heads of Subject, Coordinators, rooms, cover rotas, tutorials
- Coordinate with the secondary leadership team and staff across the school, as required, in the planning of the Timetable
- Maintain updates of data and class lists
- Run iSAMS reports as requested by teaching and administrative staff
- Manage the curriculum in iSAMS – which may include creating new classes, adding new teachers, moving students into new classes or tutorials
- Communicate relevant data to HOD's and classroom teachers
- Process course change requests
- Set up schedules for IB Re-do Exams, IB Mock Exams, DP1 and MYP Exams

Other duties:

- Update the announcements on the screens in the secondary and residence buildings
- Enter faculty and staff absences in iSAMS
- Provide room cover and serve as back up teacher cover manager

The successful profile & qualifications

We are looking for a new colleague who is passionate about systems and data and can handle a combination of several important tasks at the same time. Our new colleague has a crucial role in the school, mainly in Secondary School. We expect a high level of quality, independence of thinking and true dedication to the job. Training on applicable systems is offered.

Commitment

Pursuing the **UWC mission** requires a commitment from our staff members to the following values: International and cultural understanding, celebration of difference, personal responsibility and integrity, mutual responsibility and respect, compassion and service, respect for the environment, a sense of idealism, personal challenge, action and personal example.

It should be noted that the school is a dynamic and high energy environment: the satisfaction from working at UWC Maastricht is high – but so are the demands on time and engagement.

Education degree and Professional experience

- At least a completed **Bachelor** level, preferably in a ICT-related subject
- Experience in working with systems. Experience in Education and/or timetabling is preferable.

Terms of Employment / Remuneration

- You will get a contract of employment under Dutch law: the initial contract is from July 1, 2020 until August 1, 2021.
- The package will be commensurate with the responsibilities of the position, according to the Dutch Collective Labour Agreement for Secondary Education ('CAO VO').
- Participation in the school's pension plan via the ABP Retirement/Pension Fund.
- Support in the application for the '30% Facility for Incoming Employees' with the Dutch Tax Authorities (if relevant).
- Location: UWC Maastricht, the Netherlands.

To be able to work in the Netherlands, a (foreign) staff member must be able to successfully apply for:

- ✓ Residence and work permits for the Netherlands.
- ✓ A Dutch VOG (certificate of good conduct).

UWCM will assist in the application process for residence and work permits and VOG.

Information

If you would like to know more about this challenging position, please contact our HR Team via vacancies@uwcmaastricht.nl / via +31(0)43 2410 410, or check our website www.uwcmaastricht.nl

Our procedure

After shortlisting, we determine the suitability of the remaining candidates to work in our school via online testing and screening, reference checks and interviews at our school or via Skype.

Your application

You can express your interest by applying via our website via: <https://www.uwcmaastricht.nl/about-us/working-with-us/vacancies> and upload your motivation letter and CV- in PDF.

The deadline for application is February 15, 2020. UWC Maastricht reserves the right to identify and appoint a qualified candidate prior to the submission deadline.