



Vacancy for Academic Support Officer

Job Responsibilities

To provide iSAMS administrative and technical support for the academic and non-academic functions of the school.

Job Requirements

- Provide support for all iSAMS users across the school
- Write reports using SSRS
- Troubleshoot issues including liaising with Regional IT staff, iSAMS helpdesk and Salesforce implementation team

Provide support for various modules within iSAMS, proactively extend the use of iSAMS within the school. Support the academic team with the use of the parent conference system and the library system:

- Manage Primary and Secondary set lists in iSAMS
- Manage the end to end process of the parents evening system every term
- Manage the Library system for new starters and leavers
- Set up Mark Books
- Set up Academic reports each cycle
- Synchronise Mark Books and Academic Reports
- Upload Academic reports to the Pparent Pportal
- Manage Academic Roll Over
- Update SEN and EAL in iSAMS
- Provide regular executive summary dashboards to relevant staff

Requirements

- Degree/Diploma in a relevant discipline
- Use and development of a database in an education setting
- A good level of IT Skills
- Proficient in using Excel Spreadsheets
- Minimum 2-3 years relevant working experience preferably in the education industry
- Excellent command of spoken and written English
- Proactive with proven track record of improving the use of the database to inform decision making
- Good cross-cultural, interpersonal & communication skills to interact with diverse nationalities and cultures
- Ability to multi task and work under pressure ability to collaborate effectively with school departments and cross-functional teams
- Pleasant and confident personality with a cheerful disposition

Desirable

- iSAMS experience
- SSRS report writer experience
- Excellent working knowledge of Microsoft SQL Server, SQL & SSRS.

Committed and enthusiastic applicants should send a letter of application and a detailed CV and the names of 2 of two professional references along with current salary expectations to:

<mailto:adminrecruitment@dovercourt.edu.sg>

All post holders in regulated activity (having regular unsupervised contact with children) are subject to appropriate national and international vetting procedures including satisfactory criminal record checks from both Country of residence/birth and any Country of residence within the last 10 years.

(Only shortlisted applicants will be notified)

