

The American School in London

SIS and Data Systems Specialist

Reports to: Network & Digital Integration Manager

Hours: Full time, permanent

Starting: Spring 2026

Overall Purpose:

The School Information Systems (SIS) and Data Systems Specialist is a non-teaching, operational role within the Technology, Information Literacy, and Media (TILM) department. The primary responsibility of the role is the day-to-day administration, configuration, and effective operation of the Student Information System (Veracross), which is a core platform underpinning the school's academic and operational processes.

Alongside this core responsibility, the role contributes to the development, maintenance, and improvement of applications, data workflows, and automations that support the school's operations. While application development and automation form an important part of the role, particularly over time, stewardship of Veracross, data integrity, and reliable system operation are the priority, especially during the initial period in post.

The SIS and Data Systems Specialist reports to and works under the direction of the Network and Data Integration Manager. All development, configuration, and integration work is undertaken within agreed priorities and architectural oversight, ensuring alignment with departmental strategy, security expectations, and school needs.

Summary of Major Responsibilities

Veracross Administration and Development

- Manage the day-to-day administration and configuration of the Veracross Student Information System.
- Configure schedules, calendars, parent conferences, access controls, and user permissions.
- Maintain data quality, data integrity, and appropriate access across Veracross modules.
- Produce reports, data extracts, and imports to support academic and operational teams.
- Use Veracross APIs, data structures, and tools to develop integrations, scripts, and automations.

Applications and Automation

- Develop and maintain scripts, workflows, and lightweight applications that improve operational efficiency.
- Support the design and development of in-house applications to meet school needs.
- Migrate legacy solutions, including FileMaker Pro databases and applications, to modern and sustainable platforms.

Data and Systems Support

- Support data flows and integrations between Veracross and other school systems under the guidance of the Digital Integration Manager.

- Lead and support the data rostering (students and staff) for internal and external assessments including NWEA MAP, ACER ISA, and aimswebPlus in coordination with the Office of Teaching & Learning.
- Troubleshoot application, data, and integration issues and escalate where appropriate.
- Maintain clear technical documentation for configurations, scripts, and applications.

Security

- Apply secure development and administration practices in all work.
- Follow data protection, access control, and safeguarding requirements when handling systems and data.
- Identify and escalate risks, data issues, or security concerns appropriately.

Collaboration and Professional Growth

- Work collaboratively with colleagues across academic and operational teams to understand requirements and deliver effective technical solutions.
- Respond to and resolve assigned Helpdesk tickets related to Veracross, applications, data, and integrations, in line with departmental service expectations.
- Escalate issues appropriately and keep stakeholders informed of progress.
- Participate in team meetings, planning, and professional development.
- Perform other duties within the scope, spirit, and purpose of the role, as requested by the Digital Integration Manager or Director of Technology.

Essential Qualifications/Experience

- Experience working with application platforms, databases, or information systems.
- Demonstrable experience with scripting, automation, or application development.
- Experience working with structured data and reporting.
- Strong problem-solving skills and attention to detail.
- Ability to work collaboratively and take technical direction.
- Strong written and verbal communication skills.
- A proven commitment to safeguarding and the welfare of children and young people.

Desirable Qualifications/Experience

- Experience working with Veracross or a comparable Student Information System.
- Experience with FileMaker.
- Experience with AppSheet.
- Experience with APIs, data integrations, and workflow automation.
- Experience migrating or modernizing legacy systems.
- Experience working in a school or similar complex organization.

This position description is current at the date shown but following consultation may be changed to reflect or anticipate changes in the role that are commensurate with the job title and salary.

The American School in London is committed to safeguarding and promoting the welfare of children and young people and expects all trustees, employees and volunteers to share this commitment. All new appointments will be subject to appropriate checks: Disclosure and Barring Service (DBS enhanced), Disqualification by

Association Self-Declaration, Declaration of Criminal Record, checks against the Teaching Regulation Agency (TRA) Prohibition List (Teacher Status Checks) including Identity, Address, Date of Birth, a Full Employment History, Right to Work in the UK, overseas checks where applicable, at least 2 references (one with current or most recent employer, where appropriate) and original documentation of Qualifications (where appropriate). For positions into Senior Management a Prohibition from Management Check (s128 Directive) will also be undertaken.

All posts involving direct contact with children are exempt from the Rehabilitation of Offenders Act 1974. However, amendments to the Exceptions Order 1975 (2013 & 2020) provide that certain spent convictions and cautions are 'protected'. These are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Ministry of Justice website. Shortlisted candidates will be asked to provide details of all unspent convictions and those that would not be filtered, prior to the date of the interview. You may be asked for further information about your criminal history during the recruitment process. If your application is successful, this self-disclosure information will be checked against information from the Disclosure & Barring Service before your appointment is confirmed.

ASL is dedicated to fostering courageous global citizenship in a diverse and inclusive school environment. In our international community, we aspire for the cultures and backgrounds of our employees to mirror those of our families and student body, and we enthusiastically welcome applications from candidates who bring diverse life experiences, perspectives and skills. Educators with knowledge of global education and prospective applicants for any position who are committed to diversity and inclusion are particularly welcome to apply. The American School in London will not discriminate against an applicant or employee based on race, color, religion, creed, national origin or ancestry, sex, age, physical or mental disability, genetic information, gender identity or expression, sexual orientation, marital status, maternity or parental status, or any other legally recognised protected basis under local law. Read our [Diversity, Equity and Inclusion statement here](#).