

Job Description: Data Manager



The **Data Manager** is ultimately responsible to the Principal but is line managed by the Deputy Head of the Senior School (Academic).

The **Data Manager** will work for and alongside staff of all levels across the School, including the leadership team and Governors, to assist in providing strategic and effective management of all data and reporting systems.

- **The main job purpose** is to
 - ensure the efficient input, management and co-ordination of all school data in the School Data Management System (iSAMS) and related information applications
 - track data and oversee all cycles of pupil grades and reports
 - provide the Principal, Governors and leadership team with accurate, timely and user-friendly data
 - generate data questions for the Senior Leadership Team (SLT)
 - analyse data, identify trends and anomalies
 - respond to data questions from the SLT
 - assume ultimate responsibility for the maintenance of all pupil data

The main responsibilities are:

1. To have overall responsibility for the management and maintenance of iSAMS and the administrative processes associated with it to meet all the needs of the teaching and support staff;
2. To liaise with SLT to take primary responsibility for the implementation, maintenance and development of all iSAMS modules, especially those currently in use e.g. *Attendance, Assessment, reporting to parents, Timetable, Registration, Admissions, Fee billing etc.*
3. To act as the primary liaison for iSAMS, both within school and outside, and to oversee all issues and troubleshoot where necessary in conjunction with the Director of ICT.
4. To liaise closely with staff at all levels to ensure that the data held within iSAMS is up to date
5. To support academic staff across the School in identifying student/subject trends on an on-going basis.
6. To administer, manage and analyse data from all standardised tests and external/internal examinations, including the entrance tests, ensuring robust systems are in place.
7. To create and maintain report templates for use with iSAMS;
8. To work closely with the Deputy Heads to ensure deadlines for completion of reports are met and reports shared with parents as per agreed timescales.
9. In conjunction with the Principal's Office, provide timely census data;
10. To liaise with the Director of ICT and Director of HR & Compliance on technical and security issues affecting iSAMS, other school applications and school data in general;
11. To provide, supervise and monitor the training of administrative and teaching staff in the use of iSAMS together with the leadership team;

12. To take a lead role in the implementation, support and development of new school applications in so far as they interact with iSAMS or school data in general and to act as an administrator and provide support for the use of such systems, including but not limited to the online calendar, the parents evening appointments system, Show My Homework and My School Portal;
13. To provide support to staff in their everyday use of programs such as Microsoft Word and Excel.

General/Other

1. To adhere at all times to Safeguarding and Child Protection regulations, and training.
2. To undertake appropriate professional development, incl. membership of appropriate professional associations and network groups.
3. To engage in the school's procedures regarding appraisal.
4. To be aware and adhere at all times to the school code of conduct and confidentiality.
5. To undertake such other responsibilities as may be reasonable and required from time to time within the overall scope of the post.

This job description will be reviewed as and when necessary in accordance with the needs of the School.

21/12/2021