ST EDMUND'S COLLEGE & PREP SCHOOL

Rooted in Christ and Catholic tradition and under the guidance of its patron, St Edmund's aims to realise the God-given potential, in body, mind and spirit, of all members of its community through service and leadership.

Avita Pro Fide !

The College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Please note that this Job Description is a work in progress and the final version will be finalised when the right candidate is selected.

Role title:	**Data Manager**
Reporting to:	**Assistant Head (Curriculum, Timetable and Data)**
Salary:	Competitive dependant on qualifications and experience
Hours:	Monday to Friday, 9.00am to 5.00pm (some flexibility)
Summary of the role:	The purpose of the Data Manager is to drive a data culture forward within the school and co-ordinate and administer the efficient running of the School's academic information management systems (ISAMS) in order to support the School's mission statement. Attention to detail, a high level of accuracy and the ability to work independently are required.

Main duties and responsibilities:	*Main duties and responsibilities are indicated here. Other duties of an appropriate level and nature will also be required.*
	
	 1. **Maintenance of the School's Management Information System (iSAMS) for both the Senior and Prep School, including the annual rollover process for setting up the new school year.**
	
	    a. Co-ordinate the integration and ongoing development of relevant data, processes and procedures into the School's existing information management infrastructure (systems include but are not limited to: iSAMS and Firefly).
	    b. Act as key liaison between academic staff and the School's IT Department to facilitate the above.
	    c. Make recommendations to inform decision-making and improve student performance specifically focusing on producing data, reports and analysis for attainment and progress, behaviour and attendance, self-evaluation and staff performance management and professional development.
	    d. In liaison with the Assistant Head (Curriculum, Timetable and Data), assist with critical updates of the academic timetables throughout the year for example, Year 6 to 7 transition, option cycles and staff and student changes.
	    e. Create, Manage and support the data input and record keeping of staff and student data through the provision of custom reports and fields in the MIS.
	    f. Manage teaching and timetabling information and migration of existing records to new year groups working with the Assistant Head (Curriculum, Timetable and Data).
	    g. Manage students' subject choices and distribution of block numbers, in consultation with the Assistant Head (Curriculum, Timetable and Data).
	    h. Manage the annual rollover process, in conjunction with the Technical Projects Director.
	    i. Set up the registration cycles at the beginning of each academic year.
	    j. Produce and maintain of SQL Server Reporting Services (SSRS) reports for use from within iSAMS.
	    k. Manage the production of statutory returns to Department of Education (DfE), Catholic Education Service (CES), RCDOW, Independent Schools Council (ISC) and Independent Schools Inspectorate (ISI), as well as other bodies.

l. Data analysis and reporting to other departments.

m. Produce reports using assessment data to assist Leadership Teams and teaching staff to track student progress (input where necessary; organisation; reporting to interested parties; help ensure data entered on time and completed by teachers).

    i. Upload reports to Parent Portal.

    ii. Produce reports for the Academic team to facilitate a full analysis of the results of report grades and public examinations.

    iii. Ad hoc requests for data and/or analysis.

n. Management of Reporting, CEM data and associated responsibilities:

    i. Design and set up report cycle templates for data collection and analysis of data in addition to creating templates for each reporting session.

    ii. Set up complex formulae for analysing student performance and confidential staff curriculum targets.

o. Liaise with CEM for all school data requirements

    i. Import CEM Centre data assessment scores.

    ii. Develop and maintain target data from GL Assessments, MidYIS, Alis and Yellis, including the appropriate use of regression data.

    iii. Submit returns to the CEM regarding entries, examination results and baseline testing.

p. Management of iSAMS, in conjunction with the Technical Projects Director:

    i. Ensure the integrity of the data stored within iSAMS.

    ii. Troubleshoot reported problems with the MIS and liaising with iSAMS as necessary.

    iii. Extend and/or supplement the use of iSAMS to serve the present and future needs of the School and assisting with staff training.

    iv. Work closely with the IT support staff to ensure the smooth running of data systems

2. Additional Roles:

a. Assist the Examinations Officer and the Academic Leadership team, as requested and liaise with the Technical Projects Director.

b. Liaise with other College departments when required and as agreed with the Assistant Head (Curriculum, Timetable and Data) or by the Senior Deputy Head.

c. Liaise with the IT Department regarding all technical aspects of the School's iSAMS e.g. implementation of new systems and/or modules, upgrades, maintaining users and accounts, troubleshooting issues.

3. Professional Development

a. In consultation with Senior Leadership, respond to educational developments, both strategic and operational, which have implications on data management including data security and integrity.

b. Attend workshops, take courses, and read technology literature to acquire relevant knowledge and skills.

c. Keep abreast of new technologies and research through contacts with technology companies, professional organizations, reading of publications, and attendance of professional conferences.

4. Culture and Communication

a. Attend meetings of the Leadership Teams and other meetings as required.

b. Organise and prioritise the processing of assessment data in line with the school calendar to ensure the timely flow of relevant information.

c. Develop constructive relationships and communicate effectively to all levels of users as well as with external agencies/professionals.

	d. Train and support staff entering data into assessment recording systems and act as a key point of contact for user queries on all aspects of the School's iSAMS.
	5. Policy and Planning
	a. Contribute to the implementation and compliance of data protection policies as it relates to iSAMS. b. Work with the Senior Leadership Team – Academic and Pastoral in setting clear and workable deadlines for data collection and to meet all deadlines. c. Develop standard operating procedures and best practices with regard to ongoing maintenance and usage of the ISAMS, including providing written protocols and guidance to relevant stakeholders. d. Provide feedback on integrations between systems.
	6. Child protection
	a. To have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures detailed in the College's safeguarding policy.
	7. Other duties
	a. Undertake other duties of an appropriate level and nature as and when requested by the Senior Leadership Team. . b. Document custom databases, software, and procedures.
Additional Information	These duties will be developed into short and longer-term targets in consultation with the post-holder. The post holder provides a range of support and therefore work is generated throughout the day. Due to the routine of schools, the workload may not be evenly spread throughout the year. This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder.

The College is committed to safeguarding the welfare of children,
therefore, all candidates will be required to undergo an Enhanced DBS check.

We will seek references that will include questions about past disciplinary actions or allegations in relation to behaviour with children and may approach previous employers for information to verify particular experience or qualifications.