



Job Description

Job Title: Data Manager

Reports to: Director of Studies

Principal Role

The primary role of the Data Manager will be the effective and efficient management of Eltham College's academic and pastoral data and the operation of the systems on which this data is held. The Data Manager will oversee, develop and maintain the use of data across the School, providing clear, concise, timely and accurate reports to support the raising of standards in pupil performance and the provision of good quality information to teachers, parents and students. The Data Manager ensures the integrity of the school data and functions as the key data and systems analyst, manager and report writer for this information. He or she will make the data accessible and easy to understand, and will train staff so that the system can be used to support effective teaching, learning and administration.

Eltham College has made the decision to move from the SIMS system to iSAMS with effect from the end of the current academic year, and this is a new post with plenty of opportunity to shape the role and have a significant impact on our use of data.

Main Duties

To lead on:

- the operation and management of the School's MIS, iSAMS, leading development of the database with careful consideration of the security of data, and data protection;
- maintaining a detailed working knowledge of all areas of the MIS system (iSAMS), together with its supporting systems and services;
- staying up to date with developments in the iSAMS product and attending user group meetings;
- the inputting, updating and maintenance of pupil data, and templates, including:
 - undertaking all necessary preparatory and provision of the system for each academic year, to include importing new users, assisting as required with the preparation and import of the timetable, and of event and meeting data;
 - setting up required class lists, groups etc. for academic and activity use;
 - undertaking all ongoing revisions to data such as timetable changes;
 - liaising with the IT department to ensure that new users are set up in accord with agreed naming conventions, and enable new users and any staff undertaking revised roles to receive all required system permissions relating to their academic and activity functions;
 - ensuring that regular maintenance tasks such as backups and a monthly archive of attendance registers (Independent Schools Inspectorate requirement) are being carried out;
 - undertaking the annual rollover of data and the archiving of staff leavers (in liaison with key colleagues);



- providing the export of data required by internal sources and external organisations (e.g. data files for photographers) and import of required externally supplied data (e.g. pupil and staff photos).
- managing the production of pupil reports;
- the production of pupil tracking documentation;
- the administration of pupil attendance records, chasing missing data and monitoring regular lesson registrations;
- maintaining and updating the portals for students and parents;
- communicating with the Bursary and Admissions on updating the School roll.

To assist the Director of Studies in:

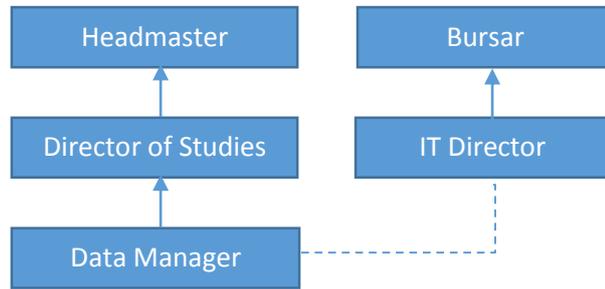
- the administration of the target setting process for pupils, examination data analysis and the use of value-added data;
- the administration of CEM testing of pupils and analysis of the results;
- training and assisting academic and administrative staff on how to use and interpret data and management systems;
- setting and communicating reporting deadlines;
- preparing all markbooks, tracking sheets, report templates etc. needed, including UCAS reference forms and the school list. Monitoring completion of data entry stages by all relevant participants, undertaking any necessary amendments of markbooks, reports etc. and preparing grade distributions for checking to HODS and for issue to SMT and Tutors;
- creating output reports and uploading to the iSAMS parent portal;
- amending and developing report formats and templates as requirements change;
- Assist the exams officer with the administration of internal examinations;
- the administration of the annual ISC and DfE census processes and other ISI inspection documentation requirements.

Supporting roles:

- Maintain accurate records of pupils who leave or join the School;
- Assist with the timetabling process as necessary throughout the year;
- Maintain and produce as required accurate records of teaching sets and pupil subject options;
- Production of the Assessment and Reporting Schedule and publication of the Whole School Calendar prepared by the School Office;
- Assist with achieving effective interface with other school systems such as library software;
- Assisting the Bursar in fulfilment of the school's responsibilities under the Data Protection Act;
- Carrying out any other reasonable requests, in line with the broad responsibilities of the role.



Line management:



Key working relationships:

IT team, Registrar, School Office, Examinations Officer, Deputy Heads, Heads of Section, Head of Teaching and Learning, Tutors.

Person Specification

Essential Criteria

- Education to degree level or equivalent experience, and evidence of continued professional development in a relevant field;
- Awareness of data security policy and procedure;
- Experience of working with a management information system;
- Experience of working with data analysis tools and strong analytical skills;
- Detailed knowledge of ICT applications including advanced expertise in Microsoft Excel;
- Proven experience with SQL;
- Ability to work independently, using own initiative;
- Ability to produce detailed reports and present complex information in an accessible way for non-specialists;
- Ability to work under pressure using time management and organisational skills to ensure adherence to tight deadlines;
- Ability to interpret varying situations and solve problems on a day to day basis;
- Ability to work collaboratively and lead on training as required;
- Ability to adapt to new systems and deliver training;
- Good communication and interpersonal skills;
- Ability to work as part of a team;
- Flexible and enthusiastic attitude to work;
- Excellent interpersonal skills;
- Good administrative and organisational skills;
- Strong customer service focus;
- Understanding of the importance of confidentiality and discretion;
- Willingness to learn and attend frequent training.

Desirable criteria

- Experience of working in a similar role in a school environment;
- Experience of working with iSAMS;
- Experience of developing and implementing new systems;



- Experience of relevant programming languages and database management systems (e.g. XML, RDBMS, OODBMS)
- Experience of web server and development systems (e.g. IIS; Asp and dotNET; PHP)
- Knowledge of assessment and examination procedures.

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom he/she is responsible, or with whom he/she comes into contact, will be to adhere to and ensure compliance with the School's Child Protection Policy S at all times. If, in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the School, he/she must report any concerns to the School's Designated Safeguarding Lead.