

JOB DESCRIPTION

Data Manager	
Salary band	£21,000 - £24,000 (FTE £23k-£26k)
Department / reporting to	Deputy Head (Academic)
Hours per week / weeks per year	37 hours per week / 43 weeks per year (term time plus 11 weeks in holiday period, including specific weeks in the summer)
Employment status	Permanent
Purpose and objectives of role	• Maintain iSAMS database • Provide Pupil information • Develop iSAMS
Key areas of responsibility, tasks and duties	Promote and safeguard the welfare of the children and young people with whom you come into contact iSAMS • Input and maintain and check pupil information in iSAMS (the School's Management Information System [MIS]) • Producing reports from iSAMS for the Headmaster and staff • Setting up and publishing school reports on a half termly basis • Developing iSAMS and the information that iSAMS can produce in order to assist the staff, pupils and parents • Acting as our link with iSAMS including troubleshooting • Data input/checking to set up new modules SchoolPost and Parent Portal: • Data input/checking to set up new modules • Main point of contact for RHSPost email system (SchoolPost) and for the parent portal • Managing and troubleshooting parent access • Ensuring that the data feeds between iSAMS and these platforms is working. Communicating with (as relevant), the • Headmaster, Second Master and Deputy Head (Academic) • Head of Sixth Form / Heads of Year • Bursar and Deputy Bursar of Finance • Director of Communications • IS Manager • Admissions • iSAMS • School Post • Learner Records Service • DfE/ISI • MSO (MySchoolPortal) Administration: • Transfer of pupil files from Admissions • Checking and editing timetables, staffing, teaching group information and department markbooks

	• Oversee roll call and associated processes • Organise / provide training on the use of iSAMS, SchoolPost and Parent Portal • Complete School returns to DfE and ISI census • Register pupils with LRS and generate, record and communicate their Unique Learner Number • Manage content the school's communication platform, MSO. • Provide pupil records as requested • Understanding and assisting in developing the school's approach to Data Protection including responsibility to the needs of Subject Access Requests.
USP benefits challenges opportunities	• A position with high degree of responsibility / variety requiring flexibility, adaptability and an inquiring mind. The long-term stability and unique status of the school provides security and interest. Changes in legislation, organisational structure and culture mean the pupil information needs constant monitoring and revision. Opportunity to shape reports/information, procedures and contribute to organisational effectiveness. • The unique status of the school provides variety and interest as well as an exceptional working environment • Development in technology throughout the school means continuous updating of IT skills is essential • Opportunity to contribute to the School's success • Lunch is provided free in the School dining hall

Person Specification

Data Manager		
	Essential	Desirable
Education and qualifications	GCSE A-C or O Level (or equivalent) English and Maths or equivalent	Recognised relevant qualification
Specialist knowledge and skills	- Highly proficient in the use of Microsoft office products - Experience of using a school MIS - Able to proof-read/edit work of others to ensure a high standard of communication	- Knowledge of iSAMS - Experience of producing the School Census and Post-16 returns
Interpersonal and communication skills	- High levels of organisation and efficiency - High attention to detail. - Ability to prioritise, work under pressure, to meet deadlines and to manage own time effectively - Inter-personal skills e.g. diplomacy and sensitivity to the needs of others	
Relevant experience	- Previous experience of using a school MIS - Understand and comply with procedures and legislation relating to confidentiality	
Additional requirements	- Understanding of and commitment to the ethos and values of the school - A respect for young people, as well as adults, that is demonstrable through positive attitudes and behaviour - Team skills e.g. willingness to work with others, provide support and learn from colleagues - Ability to be proactive and initiate action - Able to support the work of others - Commitment to undertake relevant training and CPD - Excellent attendance and punctuality - To work flexibly, undertaking tasks as directed, commensurate with the grade of the post - Must dress in and present a conservative, professional manner in keeping with the culture of the school	