



JOB DESCRIPTION

JOB TITLE: School Data Manager

ACCOUNTABLE TO: Senior Leadership Team

Introduction:

Members of staff should at all times support and work within the framework provided by the school's ethos and agreed aims and objectives. All staff will be expected to play a full part in school activities (as appropriate to their role) and contribute to the success of the school. The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

Purpose of the Post

To oversee the smooth running of our information management system, including oversight of our daily use of iSAMS and Parent Portal, and all associated recording and reporting of pupil progress. In addition, the postholder will be expected to assist the leadership team with logistics and communications throughout the year.

Main Duties and Responsibilities

1. To manage the school's information management system (iSAMS).
2. To quality assure data entry across the school, thus ensuring all data is accurate and up to date.
3. To oversee the accurate and efficient use of Parent Portal.
4. To manage the school calendar.
5. To assist in the production of termly gradebooks and/or school reports.
6. To provide cover for School Reception when required.
7. To provide assistance to new staff, inducting them in the efficient and accurate use of iSAMS and Parent Portal.
8. To assist the Senior Leadership Team in supporting and developing the technical infrastructure and resources at the school.
9. To assist the Office Manager and Finance Assistant in the annual rollover of data

Additional duties

1. To provide administrative support to SLT and academic staff when required.
2. To help support the technical infrastructure of the school, as directed by the Senior Leadership Team.
3. To assist in the school's preparation for ISI inspections.

4. To provide support to the school's Examinations Officer when required.
5. To play a full part in the life of the School community, to support its distinctive mission and ethos and to ensure teaching is tailored to meet all pupils' needs and learning styles.
6. To take part in the co-curricular life of the school.
7. To continue personal and professional development as agreed.
8. To actively engage in the performance review process.
9. To undertake any other duty as reasonably requested by the Headmaster.
10. To comply with the School's Health and Safety Policy and undertake Risk Assessments as appropriate. To be aware of and work in accordance with the school's child protection policies and procedures, and to raise any concerns relating to such procedures which may be noted during the course of duty.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

The responsibilities as listed above will be subject to review and may be amended following consultation with the Headmaster.