# JOB DESCRIPTION

## Data Manager

**Promote and exemplify the School Mission:**
'To prepare each child for life and inspire a love of learning.'

**Promote the School Values:**
- Respect, Kindness, Courage, Honesty, Resilience
- A warm family atmosphere
- The pursuit of excellence
- A generosity of heart
- A robust vitality

1. **Purpose**
   The Data Manager is a member of the Admin Team and is responsible for the development and use of the School's data systems, providing technical support for the Management Information Systems (MIS) for staff, pupils and parents. To efficiently organise, store and analyse data, paying particular attention to its security and confidentiality, and to fully grasp the complexity of data management.

2. **Relationships (including accountability)**
   - The post holder reports to the Head of Digital Learning and to the Office Manager, and is also accountable to the Bursar and Head.
   - The post holder works collaboratively with the ICT Operations Manager and the Admin Team.
   - The post holder establishes and maintains productive relationships with staff and seeks to develop harmonious and warm relationships with parents, prospective parents and pupils.

3. **Key Responsibilities**

**Data Management**
- Development and operational oversight of the school-wide Management Information Systems, ensuring it's fully functional at all times and reporting any failures to the Head of Digital Learning;
- Supporting all stakeholders in their use of key Management Information Systems (iSAMS being the most significant) and other relevant integrated and integral systems;
- Completing the necessary preparation for each academic year, including rollover, importing new users, timetable, class/set lists, calendar, events and meeting data;
- Take a lead on the annual setup of educational platforms and other systems using ClassLink, Wonde and CSV exports, and ensure these platforms are updated as required;
- Manage the administration and processing of all pupil and parent data;
- Assisting the Deputy Head Academic, lending technical support where necessary, in the preparation of detailed analysis and evaluation of examination results. This includes the management of GL assessment platforms;
- Producing analytical reports monitoring pupils' attainment and progress data using the iSAMS tracking module, Excel spreadsheets and custom reports created for the School;
- Assisting the Deputy Head Organisational with the importing and maintenance of the timetables;
- Providing reports for the Senior Leadership Team (SLT) and Governors as requested;

- Liaising with Heads of Department, Heads of Year and the Head of Learning Support to build subject-specific mark books/gradebooks;
- Consulting and supporting the Digital Strategy Committee in implementing new features and integrating and exploring the use of any currently unused features in iSAMS if deemed beneficial to the operation of the School;
- Assisting the IT Support team in meeting the School's general IT support needs;
- Assisting with the annual ISI and DfE Census returns;
- Assisting the Registrar at key dates and times as required with admissions data;
- Assisting the HR Manager at key dates and times as required with HR data;
- Ensuring the integrity of the data stored within iSAMS and, in conjunction with the IT Support, assist with any parental, staff and student issues;
- Contributing to the training of staff in the use of data systems in use by the School;
- Liaising with third party companies for support with issues;
- Assisting with the setup of annual reporting cycles, in liaison with the Deputy Head Academic and Head of Digital Learning, ensuring parents receive accurate report;
- Develop procedures on data entry and ensure compliance across the School and monitor to ensure these are adhered to;
- Assisting with the setup of Parents' Evenings and the Parent Portal online booking system.

**School Office, including First Aid**
- Assisting with day to day operations in the School office; proactive handling enquiries from parents, staff and the SLT efficiently whether by telephone, email or in person;
- To be responsible for the daily statutory registration, ensuring all pupils are accounted for;
- To be proactive with all emails and other communication received from parents, staff and the Senior Leadership Team, using initiative with responses and consulting as required;
- To provide administrative support for School Office, including coach bookings, photographs, newsletter, Prizegiving, archiving of information, Awards Boards for sign writing, etc.
- In conjunction with colleagues, provide front line medical assistance as required;
- Maintaining an up-to-date First Aid qualification and undergoing refresher training as required.

4. **General:**
   - Attendance at INSET and to undertake relevant training activities to build and maintain in-depth knowledge of the MIS and other systems;
   - To cover for absent colleagues when required;
   - Handle confidential information and maintain strict confidentiality at all times.
   - To support and uphold the School's policies and to promote the School's values;

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

This job description is not intended to be all embracing and the post holder shall be required to carry out other duties as necessary and required, commensurate with training and experience.