



Gulf British Academy

# Data Manager (iSAMs)

## Job Description (v2021/22)

<b>Position:</b>	Data Manager (iSAMs)
<b>Hours:</b>	6:45am to 2:45pm
<b>Salary:</b>	Competitive
<b>Reporting to:</b>	Comms Manager/Sysadmin / Assistant Headteacher (Curriculum and Assessment)
<b>Liaison:</b>	Admissions / IT Support / Accounts / External Providers

You are employed at Gulf British Academy in the capacity stated above and your conditions of service are controlled by the latest version of this job description and your employment contract.

## Job Summary

Work with the Comms Manager/Sysadmin, Assistant Head Teacher (Curriculum/Assessment), and the Administration Department to oversee, implement, develop and maintain the school's database system (iSAMs) and other supporting systems and services.

## Duties & Responsibilities

### Data provision & maintenance

- Complete all preparation and provision of iSAMs for each academic year, including importing new users, timetables, calendars, reports, events and meeting data.
- Set up all required class lists, groups, etc, for academic and activity use.
- Undertake all ongoing revisions to data such as timetable changes.
- Undertake maintenance tasks such as the annual rollover of data and the archiving of staff leavers (in liaison with Comms Manager/Sysadmin and Administration).
- Export and import of data required internally and externally (e.g. pupil/staff photos).

- In liaison with Assistant Headteacher (Curriculum and Assessment), co-ordinate the integration between the database and other current and future school databases and systems.
- Maintain the links and data flows between the school's data systems.
- Liaise with third-party software vendors on maintenance issues and requirements / reports.
- Ensure security of the databases and monitor database operations to ensure optimal performance at all times.
- Undertake regular maintenance of the system to remove unused data and where required add and amend additional tables, reports, lists etc. (in liaison with iSAMS).
- Establish and maintain an update procedure covering pre-installation backup, documentation and communication of changes and their potential impact.
- Audit the system configuration to ensure correct allocation of functions and user permissions, and undertake annual data integrity checks to ensure system accounts match user accounts.
- Liaise with users and iSAMS about errors, development requests, issues encountered and the troubleshooting of the system software and services.

## User accounts

- Integrate user accounts with active directory / Google Workspace accounts and ensure all new users are set up in accordance with agreed naming conventions and organisational units.
- Enable new users and any staff undertaking revised roles to receive all required system permissions relating to their academic and activity functions.
- Remove access to the database for leavers.
- Support the Google Workspace Sysadmin in their data entry tasks of the school database.

## Academic reporting

- Working to the school's reporting cycle, prepare tracking sheets and report templates.
- Monitor completion of all data entry stages by all relevant participants, undertake any necessary amendments of reports, etc, and prepare report distributions for Teachers, Year Leaders, and the School Leadership Team.
- Assist with examinations preparation, data entry, import and analysis process of results data.

## Timetables

- Assist in the production of the School Academic Timetable.
- Upload the School Academic Timetable onto iSAMs with allocation of classrooms and staff.

## Development

- Develop the use of the Parent Portal as an effective means of communication with the parents.
- Promote new features currently unused in iSAMs.
- Implement new modules/features in consultation with appropriate stakeholders.
- To be responsible for reviewing and informing the school about any forthcoming version changes to any of the products used.

## Staff support & training

- Undertake the induction of new staff in the use of iSAMs system, and provide in-house support.
- Create appropriate training materials and resources for induction.
- To act as the main point of contact for the iSAMs database for all staff.

## Data protection

- Maintain a clear understanding of the Data Protection Act / GDPR and the implications that they have for managing school data in order to ensure compliance.

## Personal performance management

- Keep your methods and programmes under review, update them where necessary and seek opportunities for CPD as required.
- Reflect on your own practice as well as the practices of the school with the aim of improving all that we do.

## Professional standards

- Follow at all times the highest standards of professional behaviour.
- Follow the school's aims to promote a 'learning community' and a 'culture of excellence'.
- Treat all colleagues, pupils, and parents with respect and without prejudice.
- Support the school's ethos by upholding codes of behaviour, uniform regulations, etc.
- Read and adhere to the various procedures and policies of the School.
- Participate in the management of school by attending team/staff meetings and training.
- Undertake duties that may be reasonably assigned to you.
- Be proactive and take responsibility for matters relating to health and safety in school and during out-of-school activities.
- Take part in the specific administrative arrangements as outlined by the Headteacher or which are established school practice.

This job description will be reviewed annually by the SLT and may, after consultation with the post holder, be changed according to the needs of the school.

It will form the basis of performance review meetings and sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties.

Printed name of post holder: .....

Signature of post holder: .....

Dated: .....

Approved by Headteacher: .....

Dated: .....

Approved by School Director: .....

Dated: .....