



Radnor House
— SEVENOAKS —

JOB DESCRIPTION

Data Manager

Contract: Full-time, permanent

Line Manager: Deputy Head Curriculum, MFL Teacher

Key Function:

To work with the School's Academic Team in developing and managing ISAMS at Radnor House Sevenoaks to ensure the maximum benefit is derived from data, and streamlining and effective delivery of data and information to support the school's efficient day to day running.

Key Responsibilities:

Whole school co-ordinator for ISAMS:

- Liaise with ISAMS and their development team to ensure the school maximises the availability of functionality to streamline tasks
- Arrange appropriate training for all staff on existing modules and new developments when relevant
- Maintain and develop the use of ISAMS by all staff
- Supporting Academic Team in the management and amendment of the timetable using ISAMS
- Developing procedures for capturing all pupil changes, including set changes, classroom changes and teacher changes
- Assist the Admissions Registrar in maintaining the pupil information on ISAMS and carry out the ISAMS rollover from academic year to year

Promote and support the use of ISAMS:

- to effectively track the Academic progress of students
- to inform the SENDCo
- gathering and importing data
- administration of GCSE and A2 Option choices
- preparation of Half Termly report templates and dissemination of reports
- develop the use of Power BI to display student information
- to develop effective housekeeping procedures
- deal with technical support queries regarding ISAMS
- ensure that the use of ISAMS is GDPR compliant

Assist the Liaison with the IT Services Manager and Head of Administration in the development and use of the Parent Portal and other systems linked to ISAMS

- Manage the process of tracking and presenting data on attainment (raw and VA), behaviours for learning, attendance, and reward & conduct
- Manage the process of inputting and extracting data for and from baseline assessments through CEM (and similar)
- Support the DH Curriculum in ensuring the timely and accurate input of reports and progress data
- Support the Exams Officer in the collation and input of data pertaining to exam entries
- Support the Exams Officer and wider academic team in extracting exam results data
- Manage, create, and edit custom iSAMS and SSRS reports using Microsoft Visual Studio to assist various departments within the school
- Liase with iSAMS to log any tickets with their technical support team in the development and overall use of the iSAMS system
- Create and document iSAMS guides for all relevant departments within the school on the use of iSAMS and distribute to staff to ensure user functionality

This description of duties and responsibilities is not exhaustive and the Data Manager should endeavour to facilitate all reasonable requests to support the Academic Team in the smooth running of the department.

The above statement of Responsibilities is agreed to be an accurate Job Description and should be seen as enabling rather than restrictive and will be subject to regular review.