



THE ROYAL MASONIC SCHOOL

FOR GIRLS

AT RICKMANSWORTH PARK SINCE 1834

Data Manager JOB DESCRIPTION

THE SCHOOL

RMS is a leading independent girls' day/boarding School with 940+ pupils aged 2 to 18 and over 240 teaching and support staff, situated on a 200-acre parkland site near Rickmansworth in Hertfordshire. Potential candidates are strongly encouraged to visit the school website www.royalmasonic.herts.sch.uk for more information about our thriving school, with its excellent value added results and inclusive community spirit that encourages both girls and staff to share a commitment to continued personal, professional and academic development.

THE ROLE

Reporting to the Finance and Admin Bursar, the post holder will be responsible for the operation and management of the schools MIS System (iSAMS) including the annual rollover process for setting up the new school year, developing robust and meaningful data collection strategies to ensure data integrity. The Data Manager will ensure that best use is made of the data to support the day to day operation of the School, encouraging rigour and best practice in data management across all parts of the school community. A key part of the role will be working across the school community to provide training and support to colleges to ensure the data held in the system is accurate, relevant and supports effective processes.

The Data Manager will be responsible for:

- The operation and management of the School's MIS, iSAMS, and lead development of the database and thus the security of data, and data protection
- Management of data transfer to secondary systems (For example CHQ, Parent pay, CPOMs etc.)
- Implementation of new modules of the system
- Data maintenance routines, both planning and delivery to ensure data is archived and/or deleted as appropriate
- Designing and delivering training and providing assistance to academic and administrative staff on the use of the system and interpretation of the data
- Maintain accurate records of pupils who leave or join the School
- Assist with the timetabling process as necessary throughout the year
- Maintain and produce as required accurate records of teaching sets and pupil subject options as required
- Management of system access
- Assist with critical updates of academic timetables, exams and cover modules for the examinations officer and academic leadership team as required
- Manage teaching and timetabling information, student subject choices and production of statutory returns to various departments and governing bodies
- Production and maintenance of SSRS report for use within iSAMS
- Production and maintenance of assessment data reports to assist the tracking of student progress
- Managing and progress change requests with iSAMS

- Provide system guidance and support process change across the school
- Providing a key contribution to the whole School IT Strategy group, helping to influence, shape and deliver the MIS systems and their use by the school in the short, medium and long term.
- Line management of the Reporting Manager/Assistant Data Manager

PERSON SPECIFICATION

The holder of this post will have to demonstrate flexibility and enthusiasm and enjoy working within a team with all members of the school community as well as an affinity and understanding of the ethos of the school.

Experience and skills:

The following experience/ skills are essential

- English and Maths at grades A* - C or equivalent
- Awareness of data security policy and procedure
- Experience of working with a Management Information System
- Experience of working with Data Analysis tools
- Detailed knowledge of ICT applications including advanced expertise in Microsoft Excel
- Ability to work under pressure using time management and organisational skills to ensure adherence to tight deadlines
- Ability to interpret varying situations and solve problems on a day to day basis.
- Ability to work collaboratively and lead on training as required
- Ability to adapt to new systems and deliver training
- Ability to produce detailed reports and present complex information in an accessible way for non-specialists
- Flexible and enthusiastic attitude to work
- Good administrative and organisational skills
- Willingness to learn and attend training
- Proven experience with Microsoft SQL.

Desirable criteria

- Experience of working in a similar role in a school environment
- Developing and implementing new systems
- Knowledge of assessment and examination procedures
- Experience of working with iSAMS

Personal Attributes:

The successful holder of this post will need to demonstrate that he/she has:

- Ability to work independently, using own initiative
- A customer focused approach.
- Good communication and interpersonal skills
- Ability to work as part of a team
- Strong customer service focus.
- A commitment to personal professional development.
- Ability to learn and implement new processes.
- A proactive can do attitude.

TERMS OF EMPLOYMENT

The terms of employment include:

- Between 30 and 37.5 hours per week (excluding unpaid lunch break) 9.00am – 5.00pm Monday to Friday, 52 weeks per annum, reduced hours possible during school holidays for the right candidate but must be a 52 week contract.
- RMS Support Pay scale points S32 to S37 depending upon experience/qualifications (£29,047 to £31,522).
- Free car parking.
- Preferential gym membership.
- School fee discount – subject to terms and conditions of the policy.
- Staff pension scheme.
- Free lunches when the school's catering facilities are open.

DISCLOSURE AND BARRING SERVICE

The School is a “Registered Body” under the provisions of the Police Act 1997 because employment at the School involves access to children under the age of 18. This post will require an Enhanced Disclosure and Barring check from the Disclosure and Barring Service (DBS) before an offer of employment can be confirmed.

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 Safeguarding Policy Statement at all times. If in the course of carrying out the duties of the post 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 the Head.

Revision of Job Description

According to the development and requirements of the School, Job Specifications will need to be reviewed and updated periodically, after consultation with the Job Holder.