



DATA MANAGER

Job Description

Job Purpose

The Data Manager is responsible for ensuring the accuracy, integrity and effective administration of academic and student data across the school. The role supports the smooth operation of core educational processes by managing student data and assisting with data and administration relating to Examinations and Academic Reporting.

Working closely with the Senior Data Analyst, the Data Manager maintains key systems including iSAMS and My School Portal, ensuring data is reliable, accessible and compliant.

Job Responsibilities:

Data

- Manage day to day data changes via changes@ and maintain up to date contact details in Student Manager (iSAMS) and in My School Portal
- Manage the joiners and leavers outside normal transition times via the transition trackers in SharePoint, completing de-registration as appropriate
- Manage the accurate recording of Scholarships in iSAMS alongside the scholarship tracker in SharePoint, maintaining the individual scholarship custom groups in iSAMS for staff to use from the end of August each year, updating as required
- Liaising with the Director of Studies on creating the Homework schedules for Y1-Y5 each year ready for the start of the autumn term
- Liaising with the Assistant Head in charge of teaching cover in creating the Priority Cover schedule, in terms of the number of covers and fair distribution. Create the cover rota in iSAMS so priority cover periods are visible to staff on their timetables and the cover manager can use it on a daily basis

Exams

- Assist the Examinations Officer in the administration of Public Exams/Trial Exams as required
- Create the timetables for the Trial Exams (5th Yr/L6th/U6th) with as few clashes for students as possible and to spread their exams as evenly as possible.
- Manage the End of Year Exams with the relevant Heads of Year (Y1-Y4) enter the custom base data for Y4 in iSAMS so students are able to see their timetables in My School Portal.
- Work closely with the Learning Support department to ensure the exam access arrangements (EAAs) are accurately noted.
- Liaise with IT over laptop requirements.



- Create the invigilation schedule for staff, liaising with the Sixth Form team for L6th Collapsed Week requirements.
- Prepare detailed timetables and collate all relevant documents for each room for the week and manage the invigilation schedule throughout the week in the event of staff absence

Academic Reporting

- As directed by the Director of Studies, manage the administrative process for the reporting processes across all year groups
- Manage the reporting/grade process i.e. set up cycles, create input templates, schedules, chase deadlines, assist staff, check reports, make ad hoc corrections, print as necessary, distribute to staff

The above is not exhaustive and you may be required to fulfil other duties as directed by the Head, Deputy Head Academic or Senior Data Analyst as requested.

Hours of Work

40 hours per week, 38 weeks a year (35 weeks in term time plus one week after the end of the summer term, and two weeks before the autumn term starts)