



ST LAWRENCE
COLLEGE

Job Title: School Data Manager and IT Support

Reports to: IT Manager

Responsible to: Bursar

Purpose of Role:

- Provide effective leadership and management in terms of School Data Management systems.
- Co-ordinate data management with various stakeholders.
- Be the technical expert and provide support/training to relevant stakeholders.
- Produce clear and accurate information to support the school's senior leaders.

Context: Reporting to the IT Manager with functional reporting to the various stakeholders within the College.

Main Duties and Responsibilities The job role will involve (but not be limited to);

- To maintain the school management system (iSAMS), providing the lead for the management and co-ordination of efficient procedures relating to school assessment data systems, maintaining accuracy, integrity and confidentiality.
- iSAMS database manager – integrity of school MIS data, accounts setup, user groups & permissions; system configuration; custom SQL queries, bespoke data reporting
- Responsible for the planning, development, organisation and monitoring of data management systems and the policies and procedures associated with it.
- To liaise with iSAMS and other systems' providers; and communicate with colleagues re new updates, problem solving etc.
- To liaise and work with the relevant members of staff, with responsibility for individual elements of iSAMS e.g. College Administrator, Exams Officer, Admissions, Junior School etc.
- Maintain the integrity of iSAMS; ensuring it is fit for purpose and working at an optimum level for all users throughout the school year and ensuring the continuity between the school timetable, exams, course management etc. and iSAMS
- To produce the School Census and Post-16 return and maintaining this data throughout the year, in addition produce any other statistical returns that may be required of the College.

- To manage the reporting of pupil progress to parents, including the setting up of the reporting system in iSAMS and the production of the reports with relevant members of staff.
- Extraction / preparation of iSAMS & other data - DfE, ISC, ISI and internal use.
- To work with the Deputy Head (Academic); Time-tabler and Academic Administrator all aspects on the preparation and updating regarding timetabling.
- To work with the Deputy Head (Academic); Examinations Officer and Academic Administrator all aspects on the preparation and updating regarding examinations.
- To be responsible for the maintenance of accurate information in the school database.
- To offer support and training for teachers and support staff as required.
- To Lead in house training and encourage the collaborative use of iSAMS across the College. Also leading in staff development and training materials for the most effective use of iSAMS to record and report on a range of data.
- Respond to and provide reports which are requested by outside agencies.
- Together with the I.T. Manager; review, advise and promote new technology and initiatives, within iSAMS, in the College.
- Create and devise data systems to highlight and improve performance.
- To work with the College's Compliance function to ensure that the school meets all the requirements of the GDPR regulations.
- Provide documentation and information concerning the curriculum to Governors, staff, parents and pupils.
- Participate in projects associated with the development, roll out and support of new IT systems and services.
- To undertake specific tasks as directed by the IT Manager.
- When necessary, help provide software, hardware, communications, AV and systems support to students and staff.

Person Specification

Essential

- Experience of working in a school or office environment.
- Experience of a school data system or equivalent database management; IT packages including a detailed understanding of working with databases and spreadsheets including Excel.
- Excellent database management skills.
- Strong knowledge of Office 365 and SharePoint.
- Ability to interrogate and analyse data.
- Ability to work with a range of professionals including external and internal partners.
- An ability to train other staff and deliver clear instructions to support their role with data.
- Be flexible and patient.
- Demonstrate a positive attitude and enthusiasm for the job.
- Demonstrate the ability to work calmly, methodically and with meticulous accuracy when under pressure.

Desirable

- Previous experience working in a school environment would be advantageous.
- Experience of the school data system iSAMS.
- SQL; SSRS; MS SharePoint.

WORKING FOR ST LAWRENCE COLLEGE

All staff are required to:

- Comply with the College's Child Protection & Safeguarding Policy at all times.
- Promote and safeguard the welfare of children and young persons they come into contact with.
- Immediately report child protection concerns to the College's designated member of staff.
- Treat all sensitive information relating to students, fellow employees and the business of the College as confidential.
- Behave appropriately and professionally at all times with students, parents, peers and staff.
- Support the College's policies on Equal Opportunities.
- Uphold their personal responsibilities relating to Health, Safety, and the Environment.
- Follow all other College policies and procedures as appropriate and relevant to their post, as detailed in the College Non-teaching Staff Handbook.

REVIEW

This job description will be reviewed at the end of the Probationary period and annually thereafter.

