

iSAMS and Data Manager

Job Description

Department: Administration

Job Purpose: Manage and maintain the smooth operation of the school information system (iSAMS) while providing effective management of student performance data and reporting systems.

Key Accountabilities:

- Manage and maintain the School Information System (iSAMS)
- Manage and maintain the Whole School Assessment and Tracking system
- Prepare and manage academic year start and end processes
- Co-ordinate the integration and ongoing development of relevant data, processes and procedures into the school's existing information management infrastructure (systems include but are not limited to: iSAMS, DCPro and SchoolCloud).
- Assist the setup and maintenance of the School Timetable in iSAMS
- Setup and maintain new iSAMS modules
- Setup and manage user accounts and permissions
- Monitor user access and security
- Provide support to system users for general tasks
- Assist with reporting processes
- Import Assessment data (e.g. CAT4, GL Progress Test and internal assessment data)
- Provide Data Reports including reports on predicted grades
- Liaise with senior and middle leaders on the interpretation and implication of data
- Liaise with the IT Department regarding all technical aspects of the school's iSAMS e.g. implementation of new systems and/or modules, upgrades, maintaining users and accounts, troubleshooting issues.
- Develop standard operating procedures and best practices with regard to ongoing maintenance and usage of the iSAMS, including providing written protocols and guidance to relevant stakeholders.
- Provide feedback on integrations between systems.
- Provide training and support as needed to various stakeholder groups in the use of the system, including in-service training for new teachers
- Support other IT related activity as necessary

Person Specification:

Education: Bachelor's degree in relevant field

Experience: In-depth knowledge and successful track record of working with iSAMS and managing student attainment data is essential. An understanding of and/or experience of working both Primary and Secondary educational organisation is highly desirable. Attention to detail, a high level of accuracy and the ability to work independently are required.

Competencies:

- Proficient user of Excel and other databases. Be able to analyse and present attainment and progress data accurately
- A sound knowledge of the British education assessment requirements and curriculum
- Knowledge of the data requirements as part of school inspection
- Exhibit exemplary written and spoken English
- Demonstrate competence in computer technical skills using Word, Excel, Publisher, PowerPoint and other related programs and software for educational and business office use

- Hold excellent organisational and interpersonal skills to aid in daily contact with a diverse range of stakeholders
- Ability to work flexibly, and able to work under pressure at busy times of the year
- Demonstrate skills in forward thinking and being able to anticipate and prioritise work.