

## **Data Manager**

### **JOB DESCRIPTION**

#### **Summary of the role:**

The school has an ambitious plan to develop a range of innovative IT services and the successful applicant will be expected to help implement this, including all aspects of teaching and learning, marketing, and general school operational activities.

The Data Manager will have a significant role supporting the IT team and the Director of Data in delivering the needs and vision for the school. The post holder will be involved in day to day aspects of IT support and Data Management.

Reports to: Director of Digital Systems

Hours: Average 40 hours per week, for 52 weeks per annum. You may be required to work a reasonable number of additional hours as and when work load demands; including for parents evening and other school event. Any extra hours worked, per week over and above your contracted hours, can be taken off as time in lieu as agreed with your line manager.

You will be entitled to 25 days holiday per year, plus 8 days for bank holidays.

Salary NJC scale point 11 to16 (£22,129 – £24,432 per annum)  
Subject to skills and experience, with opportunities to progress

### **Main Duties and Responsibilities:**

#### **Primary Data Management focus**

- Carry out routine checks on student data, follow up errors or omissions with the relevant staff.
- Build, implement and maintain academic marksheets on the school management information system. Deploy these to teaching staff according to the school assessment calendar.
- Design the merge templates used to produce academic reports, and update these when required.
- Coordinate pupil credential for the various educational websites & software used by teaching staff; maintain pupil lists and resolve issues as they arise.
- Carry out bulk import and export data operations.
- Run system housekeeping tasks; assist with troubleshooting and liaise with software provider support services when required.
- Assist other users of the management information system as needed.



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INDEPENDENT CO-EDUCATION  
FROM NURSERY TO SIXTH FORM

## **Supplementary Technical focus**

- Install, maintain and relocate IT equipment across the school. To perform basic hardware repair and upgrades to school IT equipment. To connect, set up and check Personal Computers and peripherals for normal operation
- Detect, diagnose and resolve issues/errors with hardware and software
- Support administration staff, teaching staff and pupils in their use of IT.
- Contribute to IT Teams assessment on the compatibility of hardware, software and systems according to user requirements.
- Help maintain the physical security of IT systems across the school.
- Help the IT Team maintain stock levels for devices used throughout the school.
- To keep appropriate records of hardware and software, support requests and actions taken.
- Respond to support queries as required in a busy school IT Team.

## **Customer Services focus**

- To be an active member of the IT team, being flexible, adaptable and well organised.
- Work with a range of staff to identify and clarify their IT needs.
- Help provide support for parents that may be having difficulty using the school systems.
- Manage the resolution of daily support/data requests, analyse and determine appropriate responses to requests.
- Provide hands-on support for incidents and problems, as necessary.
- Offer high standards of service delivery.

## **Compliance**

- Adhere to the schools safeguarding and e-safety policies.
- Ensure that legal obligations relating to student data, IT resources, systems and services are met.
- Adhere to Health & Safety regulations.
- Adhere to the Data Protection Act 2018 and be able and prepared to enforce these regulations firmly and fairly;
- To promote the safeguarding and welfare of children and young persons for whom they are responsible or come into contact with;
- To be supportive of and committed to the School's policies on Child Protection;
- To be supportive of the School's policies on Equal Opportunities;
- To be mindful of their personal responsibilities relating to Safety, Health and the Environment;
- To be mindful of the need to treat all sensitive information relating to pupils, fellow employees and the business of the School as confidential;
- To be accepting of the need to follow all other School policies and procedures as appropriate and relevant to their post.



### **Review**

This role profile is not exhaustive: it will be subject to periodic review and may be amended to meet the changing needs of the business. The post holder will be expected to participate in this process and Colston's School would aim to reach agreement to the changes.

*Colston's is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment.*

*Applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS).*

*The safeguarding responsibilities of the post include:*

- *To promote the safeguarding and welfare of children and young persons for whom they are responsible or come into contact with;*
- *To be supportive of and committed to the School's policies on Child Protection;*

*The post is exempt from the Rehabilitation of Offenders Act 1974 and the School is therefore permitted to ask job applicants to declare all convictions and cautions (including those which are "spent" unless they are "protected" under the DBS filtering rules) in order to assess their suitability to work with children.*