ST EDMUND'S COLLEGE & PREP SCHOOL

Rooted in Christ and Catholic tradition and under the guidance of its patron, St Edmund's aims to realise the God-given potential, in body, mind and spirit, of all members of its community through service and leadership.

Avita Pro Fide !

The College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Role title:	**Data Manager**		
Reporting to:	**Assistant Head (Curriculum, Timetable and Data)**		
	Essential	**Desirable**	**Method of assessment**
Qualifications	• Bachelor's degree or higher in any subject.	• Educated to degree level.	Production of the Applicant's certificates
Experience		• Previous experience of working as a Data Manager (within a school environment would be preferred but not essential). • At least two years' experience using a school management information system (preferably iSAMS).	Contents of the application form Interview Professional references
Skills & Knowledge	• Excellent statistical and analytical skills. • Excellent knowledge of software used in analysing and presenting data, particularly Microsoft Windows, Microsoft Office and database management systems (preferably SQL Server). • Working knowledge of E-learning platforms (for example, Moodle or Blackboard) and their use to help educators with blended instruction. • Knowledge of SSRS reporting using Business Intelligence Development Studio (BIDS) / Visual Studio. • Knowledge of SQL (preferably T-SQL), programming (including VBA for Microsoft Office), HTML and CSS. • Adept at communicating data and analysis to colleagues from non-technical backgrounds. • Ability to focus on detail and accuracy when compiling reports.	• Working Knowledge of Student Information Systems especially as they pertain to reporting. • Ability to provide support to teaching staff and other users of information technology systems.	Contents of the application form Interview Professional references

Personal competencies and qualities	• Ability to resolve problems and find best solutions in data management. • Ability to plan and prioritise own work. • Ability to adapt to changes in technology. Ability to learn software and other technologies quickly and independently. • Ability to self-evaluate and actively seek opportunity for improvement. • Self-motivated. • Flexible. • Excellent communication skills, both written and oral, to facilitate information exchange with teaching and administration staff. • Ability to maintain confidentiality. • Highly organised with the ability to work under pressure and to respond to rapidly changing priorities and demands at peak times of the year. • Ability to provide support to teaching staff and other users of information technology systems. • Adept at communicating data and analysis to colleagues from non-technical backgrounds. • Ability to focus on detail and accuracy when compiling reports. • Good team worker. • Friendly and patient manner. • Have an interest in education. • Current Enhanced CRB check will be obligatory if successful.		Contents of the application form Interview Professional references

The College is committed to safeguarding the welfare of children,
therefore, all candidates will be required to undergo an Enhanced DBS check.

We will seek references that will include questions about past disciplinary actions or allegations in relation to behaviour with children and may approach previous employers for information to verify particular experience or qualifications.