



# BURGESS HILL

— GIRLS —

## JOB DESCRIPTION

<b>Job Title:</b>	<b>Data Manager</b>
<b>Line Manager</b>	<b>Assistant Head, Academic</b>
<b>Liaise with:</b>	<b>Senior Leadership Team Heads of Sections Examinations Officer Network Manager Timetabler Transport Co-ordinator Other staff as required, Pupils, Parents</b>

## JOB SUMMARY

Develop the use of the School's Management Information System (iSAMS) and support the academic function of the School by administering all data and academic records held within the system.

Work in collaboration with the Examinations Officer on a variety of examinations related issues at key points within the year.

## PRINCIPAL ACCOUNTABILITIES

### DATABASE DEVELOPMENT & ADMINISTRATION

- Support with the further development of networked resources and integrated systems to support the academic function of the School including project planning, attending project meetings and working with other colleagues to drive the change forward.
- Maintain the data held on School databases and network or intranet (iSAMS, Clarioncall and any future databases) ensuring it is current and accurate
  - Liaison with the Network manager over any technical issues
  - Liaison with database providers over data issues
- General management of data – updating key data in the school's main MIS (iSAMS) and ensuring it is accurate and complete where possible.
- Clarioncall management; ensuring data in the main MIS (iSAMS) is accurate and up-to-date so this is up-to-date for the synchronisation across to our text-messaging software: Clarioncall. Clearing any errors and liaising with the software providers regarding any issues.
- Co-ordinate the academic reporting process – create assessment cycles and schedules; ensure data is complete, and distribute the completed data to staff and parents in the form of spreadsheets, assessment sheets and school reports. Liaise with the software providers on any developments to report templates.
- Proof-reading assistance with the academic reports.

- Support the school's Timetabler throughout the year with any timetable changes required, as well as database support during the summer holiday to assist with the timetable import and subsequent data inputting tasks. The database rollover also happens at this time which is a key summer holiday task.
- Train new staff members on their use of the database; manage database permissions and provide whole staff database user support throughout the year, liaising with IT and software providers to overcome any technical issues.
- Support to our parent customers with their Parent Portal accounts with the setting up of their accounts and sending out registration details as well as assisting with any access issues they encounter throughout the academic year.
- Meet with Heads of Section, Heads of Department and other staff as appropriate in order to drive forward the profile and future developments of the various databases within his/her remit
- ARR (Assessment Recording & Reporting) committee member; attending weekly meetings with HoDs and Senior Managers to assist with the database requirements for key reporting decisions.
- Data strategy meetings attended on an ad hoc basis.
- Maintain a regular record of meetings with key people and share findings with the Assistant Head, Academic

## **EXAMINATIONS**

- Develop a detailed understanding of the work of the Examinations Officer in order to collaborate with her on aspects of the examinations season Examination administration assistance; assisting with administration tasks; liaising with examination boards or parents, on occasion; assisting with keeping examination deliveries secure; training invigilators; running external and some mock examinations and providing assistance during results days during the school holiday and throughout the subsequent post-results period.
- Support with data uploads to assist with annual baseline testing and the return of value added reports following examination results days.

## **ADMINISTRATIVE SUPPORT**

- Ensure security of data in accordance with good working practices and principles of Data Protection which includes keeping office and paperwork secure at all times.
- Support the academic reporting process.
- Exporting emergency contact details for school trips along with other database exports for staff use, such as registration reports and grade summaries.
- Annual collation of census data for both the DfE and ISC census.

- Production of annual data capture forms to ensure data held on pupils is accurate and up-to-date.
- Co-ordination of the Senior School photo day where individual and class/group photos, boarding and staff photos are taken. Liaising with the photography company to provide them with pupil data (securely) to set this up.
- Departmental budget management and stock management (for example: ordering school report covers annually).
- Frequent paper filing required, of current and leavers' data.

## **JOB CONTEXT**

The job holder works in a sole charge role whose role is to continuously develop use of the school's database system iSAMS as well as work alongside the Examinations Officer. The data team work closely with the Network Manager and IT team regarding the database system.

## **CONDITIONS OF SERVICE**

Full time role (40 hours a week) – 8.00am-5.00pm

52 weeks a year, less holiday entitlement of 5 weeks