Job Title: Data Systems Manager

Line Managers: Network Manager and Assistant Head Academic

Liaise with: Senior Leadership Team
                      Head of Monitoring and Tracking
                      Admissions Team
                      Timetablers
                      Examinations Officer
                      Transport Co-ordinator
                      Other staff as required, pupils, parents

JOB SUMMARY

Work with the Assistant Head Academic, Network Manager and other key colleagues to oversee, develop and maintain the use of data across the whole school, providing clear, concise and accurate information reports to ensure that data runs are accurate and on time. The Data Systems Manager works closely with the Network Manager and IT team developing the school's MIS system (iSAMS) to optimize it to the best advantage of all stakeholders. The successful candidate will have a solid understanding of custom report writing using SQL server report services. A proactive approach with an excellent ability to manage multiple priorities is essential.

KEY RESPONSIBILITIES

- Operate, maintain and develop the current MIS system (iSAMS), together with overseeing its supporting systems and services. Have an awareness of and inform the IT department about any version changes to these products.
- Provide support, training and advice to all staff to facilitate their use of iSAMS.
- Provide advice and input to the school's overall systems strategy, ensuring that any new systems fit the overall goals of improving teaching and learning, reducing administration and enhancing communications to staff, pupils and parents.
- Working with the IT Department, maintain a working knowledge of any third-party systems linked to iSAMS, to ensure integration between them and that they are updated and operate optimally.
- Working with the Data Controller, maintain a clear understanding of the Data Protection regulations (DPA2018 and GDPR) and the implications that they have for managing and protecting school data and help to ensure that the school complies with all applicable data protection regulations.
- Working with the Admissions team, proactively engage, develop and support the various workflows in place for Admissions.

Data Provision & Maintenance

- Working with the Timetablers for Senior and Prep School, undertake all necessary preparation of the MIS system for each academic year, to include importing new users and timetables. Set up required class lists and groups.
- Enable new users and any staff undertaking revised roles to receive all required system permissions relating to their functions.
- Working with the IT Department, ensure that regular maintenance tasks such as backups and a monthly archive (Independent Schools Inspectorate requirement) are being carried out.
- Undertake the annual rollover of data.
- Provide the export of data required by internal sources and external organisations (e.g. data files for photographers) and import of required externally supplied data (e.g. pupil and staff photos).
- Support the Examinations Officer in the importing of external examination results.
- Provide data for the ISC and DfE censuses.

Reporting

- Working with the Assistant Head Academic, Head of Monitoring and Tracking and Deputy Head of Prep implement the school's academic reporting systems.
- Work with the Assistant Head Academic to create output reports (such as academic reports for parents etc.) and upload academic reports to the parent portal.
- Amend and develop report formats and templates as requirements change, using Visual Studio and SQL.
- Maintain and evolve tracking systems to monitor a student's progress using various data.

System Maintenance and Development

- Audit and document the system configuration, to ensure correct allocation of functions and permissions and undertake annual data integrity checks to ensure system accounts match AD accounts. Document the workflow procedures for the yearly use of the MIS system and amend with any revision or changes.
- Provide 1st line support for iSAMS and associated services, liaising as required with users, iSAMS and 3rd-party system providers regarding any errors, development requests, or problems encountered.
- Assess all new features as they are introduced by iSAMS, along with any relevant existing features that may not currently be in use, and advise the Assistant Head Academic and Network Manager on whether to implement developments in consultation with appropriate stakeholders.

Training

- Undertake the induction of new staff in the use of the MIS System and provide in-house training and support for all staff who use iSAMS, including creating appropriate training materials and resources for new staff induction and to cover new system features.

ABOUT THE CONTEXT

Location

Burgess Hill Girls is situated in a very pleasant thirteen-acre site in the conservation area of the town. Burgess Hill is a medium-sized town with its own theatre, orchestra, cinema and leisure centre. Burgess Hill is approximately ten miles from Brighton and Lewes, fifteen miles from Crawley and fifty miles from the centre of London. It is well served with fast roads – the M23 and M25. The school is a three minute walk from the railway station.

The school context

The school is a blend of Victorian buildings and ultra-modern facilities and there has been a steady development of the facilities. The Data Systems Manager works closely with the IT Team, the Assistant Head Academic and the Head of Monitoring and Tracking. Discrete projects also include working closely with other teams within the school with specific functions, for example Admissions. The role would suit someone detail-oriented and proactive, with good communication skills and good problem-solving skills.

CONDITIONS OF SERVICE

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

52 weeks a year, less holiday entitlement of 5 weeks