

JOB DESCRIPTION

Job Title:	Data Manager
Hours:	Full Time, All Year Round
Reports to:	Deputy Head

Main Purpose

To be responsible for the management and maintenance of the whole school management information systems and ensuring that a comprehensive and cohesive support service is provided to the senior leadership team and heads of department.

Key Responsibilities

1. Maintaining the School database and in particular the Assessment & Reporting for student information.
 - a) adding and updating pupil personal details including medical information, ethnicity, religion and parental contact information, importing pupil/staff photographs, ISAMS registers.
 - b) complete end of year procedures and promotion to new academic year.
 - c) Compile relevant data in preparation for School Annual Census for Department of Education, Catholic Education Service, Independent Schools Council annually and as required.
 - d) set up reporting ISAMS aspects, grade sets and result sets as required
 - e) ensure the completion of reports in accordance to the assessment and reporting cycle.
 - f) Collate reports and send to parents.
 - g) Tracking student progress and producing student screening and reports as required -utilising a traffic light colour coding to monitor pupil progress.
 - h) data production to include ALPs and CAT targets against teacher predicted grades and final exam grades for KS Leads.
 - i) Import results/targets from excel and other packages (CATS, ALPS, public examination results).
 - j) Set up reporting templates for key staff as required.
2. **ISAMS Administration & Development for the Whole School**
 - a) Take the lead role in the development, maintenance and management of record/information systems (Currently ISAMS)
 - b) Entering and maintaining all student curriculum information including options at KS4 and 5 and in-year starters.

- c) Maintenance of the school timetable, updating as appropriate e.g. pupils moving sets, changing option choices.
- d) Produce ISAMs reports as and when required for Senior Management, HoDs and Governors
- e) Sending out data sheets to parents on a regular basis to check pupil information correct.
- f) Download data from ISAMs to use in data analysis (SISRA)
- g)

3. General administration

- a) Maintenance of lesson monitor, updating as appropriate, ensuring compliance with Examinations Manager and School Census
- b) Working on tasks identified by, and detailed in the calendar and data timeline
- c) Management and preparation of data returns to statutory bodies
- d) Checking Department of Education performance league tables for the schools KS4 and KS5 performance.
- e) Produce and print out pupil progress monitoring sheets.
- f) Co-ordinate CAT testing.
- g) Produce reports from entrance data for Deputy Head/Assistant Heads and Principal.
- h) Produce the annual results booklet following the August Exam results
- i) Upload stats (CAT baseline test results) to ISI website.
- j) Undertake Exam results checking with Exams Officer.
- k) Administration of school cloud for parents evening and co-curricular bookings.
- l) Maintain all the login details for all the school subscriptions e.g. textbooks etc.

4. Performing other ad hoc duties as requested by the Principal & Bursar

- a) Any other duties as may be required from time to time in support of the overall activities and smooth running of the School.
- b) Undertake any training considered appropriate for the role, including ISAMS training. You will need to undertake Safer Recruitment training should you be successfully appointed.

This job description is not necessarily a comprehensive definition of the post. It is representative only. Other reasonable duties may be allocated from time to time commensurate with the general character of this post and its grading.

PERSON SPECIFICATION

The successful applicant must be able to demonstrate the following criteria:

CRITERIA	ESSENTIAL	DESIRABLE
Qualifications		
GCSE Maths and English or equivalent	✓	
A-Level / Level 3 Qualification in a related field	✓	
Degree level qualification in a related field		✓
IT Qualifications		✓
Data Protection qualification/certification		✓
Experience		
Significant experience in database management	✓	
Experience of data analysis and report writing	✓	
Experience of working in a school environment		✓
Data management experience		✓
Experience in handling large amounts of data	✓	
Specialist Knowledge		
Proficiency with ISAMS/SIMS	✓	
Excellent customer service skills	✓	
Understanding and Knowledge of Databases and data analysis	✓	
Knowledge of Statutory requirements		✓
Up to date understanding of GDPR and FOI		✓
Personal Skills		
Resilience and patience and the ability to keep calm in stressful situations	✓	
Excellent written and verbal communication skills		
Excellent organisational, time management and administrative skills	✓	
Proactive, able to use own initiative and problem solve	✓	
Ability to work effectively under pressure	✓	
Diplomatic and tactful - embracing the distinctive ethos of a Catholic Marist School	✓	

Flexible approach to working hours and willing to work occasionally outside routine hours for significant school events	✓	
Other		
Commitment to the safeguarding of staff and students.	✓	
Has the highest expectations of their own work and that of others.	✓	

The Marist School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.