



DATA MANAGER

JOB DESCRIPTION

Department: St Peter's Main Office
Responsible to: Administration Manager
Hours of work: 37.5 Hours per week, Monday to Friday, 8.30am to 4.30pm (with half an hour unpaid lunch).
Grade/Salary: c£30,000 p.a. - dependent on qualifications/experience

Overall purpose of the post:

The post holder will:

- Be responsible for the efficient operation of School's Information Management Systems and other key administration software.
- Act as the School's Data Protection Officer on behalf of the COO.

Key Responsibilities

GDPR

- The Development and monitoring of data protection policies and procedures across all three schools.
- Advising management on GDPR compliance.
- Inform and advise staff on their data protection responsibilities.
- Serving as the point of contact between the organisation and its supervisory authority.
- Serving as a point of contact for individuals on privacy matters.
- To contribute to the implementation and compliance of data protection policies as it relates to iSAMS and other software.

Information Management System

- To be responsible for the management, support and development of the use of the School's Information Management System (iSAMS).
- The production and maintenance of SQL Server Reporting Services (SSRS) reports for use from within iSAMS.
- To manage the annual rollover in iSAMS and to set up the registration cycles at the beginning of each academic year (iSAMS).
- To extend and/or supplement the use of iSAMS to serve the present and future needs of the School.

School Administration Software Systems

- To be the first point of contact and administrator of various other core administration software systems (For example: CPOMS, SOCS, Room Booking System, Parents' Evening System, My School Portal, School Post etc).

- To troubleshoot user problems on the above packages including account permissions, password issues, data queries, development of new and custom areas.
- To create, manage and support the data input and record keeping of staff and student data in above packages.
- To ensure the integrity and accuracy of the data stored within iSAMS and other software.
- To ensure relevant staff are trained in the use of iSAMS and other relevant software packages. To develop standard operating procedures and best practices with regard to ongoing maintenance and usage of iSAMS and other software, including providing written protocols and guidance to relevant stakeholders.
- To manage system permissions, issuing passwords and ensuring all staff have correct access to the information management system and other software.
- To assist developing the practical application of new software systems and platforms across the 3 schools.
- To liaise with third party software vendors on maintenance issues and any custom requirements / reports.

Archives

- To oversee records and archives management across the three schools, including the sorting of digital and paper records, scanning of paper records and the secure storage and/or disposal of sensitive school and personal data.
- Management of the SDS digital archiving software and scanning contracts.
- Working in cooperation with the volunteers managing the historic archives.

Other Key Responsibilities

- To manage the production of statutory returns to Department of Education (DfE) Independent Schools Council (ISC) and Independent Schools Inspectorate (ISI), as well as other bodies.
- To upload reports to the Parent Portal.
- To deal with ad hoc requests for data and/or analysis.

General

- To foster a culture of collaborative working across the support groups within the three schools ensuring a smooth flow of information.
- To ensure operations adhere to school policies.
- To provide excellent levels of service at all times.
- To be willing to train and develop new skills.
- To attend and take part in team meetings & regular reviews with line manager etc.
- To maintain strict confidentiality at all times with due references to the School's Data Protection Policy and Procedures.
- To work in close cooperation and collaboration with the IT and School Administration teams.

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to undergo checks with the Disclosure and Barring Service.

All staff at St Peter's School are required to observe all relevant Health and Safety, Equality and Data Protection legislation and procedures.

Note: This job description is not a comprehensive definition of the post and the post holder will be expected to undertake any other tasks commensurate with the duties and responsibilities of the post. The job description will be reviewed as part of the cycle of appraisal, and it may be subject to modification or amendment at any time after consultation with the post holder.

Person Specification

Criteria	Essential	Desirable	Assessment
Experience	• Experience of working with, management information or data collection systems; • Experience in the use of ICT systems and software, particularly to interrogate data. This could include Access, SQL reporting services as well as demonstrating high-level skills in Excel; • Knowledge of Management Information Systems; • Knowledge of GDPR legislation and its application; • Collection, collation, interpretation and dissemination of a wide range of data.	• Experience within a similar school environment • Experience of managing iSAMS • Experience with other relevant software. • Experience of developing reports using SQL. • Experience of archiving of critical and statutory data • Experience in training people	Application form/interview /references
Qualifications	• Degree or equivalent qualification in a relevant field.	• Certified GDPR Practitioner / Certified Data Protection Officer (or willingness to undertake training to be qualified) • SQL training/qualification.	Certification
Skills / Abilities	• Ability to cope under pressure with a range of day-to day matters; • Able to prioritise and work to meet deadlines; • Able to work as part of a team or on own initiative; • Excellent customer service skills and customer focussed approach; • Able to communicate clearly through a variety of media to audiences with differing levels of understanding; • Ability to complete work accurately, clearly and concisely; • Knowledge of collection, cleaning, analysis and dissemination of data and/or statistical information.		Test/Interview
Personal Attributes /Competencies	• Ability to work as a team member; • Ability to work accurately with a forensic attention to detail; • Proactive approach to the duties and responsibilities associated with the role with ability to balance conflicting demands; • Friendly manner with excellent communication skills (verbal and written) including good telephone manner; • A commitment to safeguarding and protecting children/young people; • Able to work flexibly to meet the requirements of the post, including evening and weekend work.		Interview/References

