

Data Manager at The Glasgow Academy

(Fixed Term Contract - Maternity cover)

Salary: £33k

Start Date: ASAP

Closing Date:

Contact: ict@tga.org.uk

The Glasgow Academy seeks a Data Manager to join our ICT Team for a period of 12 months. Working in the ICT Services Department, the Data Manager will ensure that the Management Information System (MIS), currently iSAMS, and its associated systems, is up-to-date, accurate and available. Reporting to the IT Manager but also working with close links to the Senior Leadership Team and Pastoral Leadership Team in relation to pupil reporting and tracking periods. The job holder should be able to work independently and to a high standard ensuring the database is up to date and available to all staff, parents and pupils.

Key Responsibilities will include:

- Entering data accurately into the iSAMS database. Admissions, record updates, photos etc.
- Provision of access to iSAMS for Staff with access to required modules.
- Setting up of each Academic Year on iSAMS. This includes Class Sets, Heads/Heads of House, report timings, Timetable (Import), detention sessions.
- Running of database reports as and when required both the in-built reports and using the Azure Data Studio/Microsoft Visual Studio to create custom reports.
- Performing Data extracts as and when required. This includes extracts used in the population of TGA pupils into systems such as Scholar, NHS Immunisations and Young Voters.
- Escalating issues to iSAMS support desk as and when required and ensuring responses are received.
- Carrying out the annual “rollover” ensuring that it is performed correctly, at the right time and that appropriate SLT and other staff are informed before and after completion.
- Managing and running the pupil tracking and reporting systems as advised by SLT and PSLT at various points during the school academic year. This includes Publishing Reports on Portals and Apps.
- Providing advice to staff, Parents and students and dealing with any iSAMS related problems logged on the Helpdesk.
- Ensuring that we are getting best use of iSAMS and making sure that any new developments or improvements are assessed and used if necessary.
- Management of the Student and Parent Portals and 4 Apps and providing guidance on correct access.
- Working with any other systems to ensure data syncing is carried out, i.e., SOCS and School Post.
- Providing any staff training or guidance for staff should it be required.
- Ensure that all work undertaken complies with the General Data Protection Regulations (GDPR).