



JOB DESCRIPTION: DATA SYSTEMS MANAGER

Main Duties and Responsibilities:

Database Management:

- Maintain and manage the school's iSAMS Database system, ensuring data integrity and accuracy.
- Oversee the annual rollover process for setting up the new school year in iSAMS.
- Troubleshoot reported problems with the Management Information System (MIS) and liaise with iSAMS support as needed.
- Collaborate with IT support staff to ensure seamless functioning of all data systems, as required.
- Collaborate with other Database Managers across the Trust.

Academic Year Preparation:

- Import and organise data from timetable programmes to create subject sets for the new academic year.
- Transfer forms and subject sets into the new year, ensuring completeness and accuracy of admissions data.
- Provide necessary reports for form tutors, heads of year, and ensure proper access levels for new staff.

Database Maintenance and Reporting:

- Manage the integration and ongoing development of data processes into the School's management information infrastructure.
- Supporting academic and pastoral staff by providing tracking, report and attendance data.
- Produce reports for decision-making, focusing on student performance, attainment, progress, behaviour and attendance.
- Develop and maintain SQL Server Reporting Services (SSRS) reports within iSAMS.
- Responsible for completion of annual school census (ISC, DfE etc) and maintenance of data required for such completion.

My School Portal Management and MIS related systems

- Act as the primary contact for stakeholder communication and parent queries through My School Portal.
- Support parents in accessing Parents evenings and provide training to staff on portal usage.

- Address and resolve any issues related to My School Portal and provide ongoing support.
- Manage MIS integrated systems such as SOCS and A2C and liaise with third-party vendors for integration.
- Conduct data analysis as requested and provide data integration for PowerBi related services.

Training and Support:

- Identify training needs within the staff body and arrange training.
- Conduct training sessions for new and existing staff on database usage and reporting procedures.
- Produce training materials including video tutorials and text-based documents to support staff.
- Train nominated members of staff to be able to carry out key functions in case of absence.
- Assist staff in completing registers, progress grades, results, and custom reports as needed.
- Develop systems for monitoring and assessing pupil progress and provide ongoing support.

Exams Support

- Support the Exams Officer to ensure the smooth running of the exam module during and leading up to exams including contingency.
- Be available to support the exams office during results period in the summer.

Administrative Tasks and Compliance:

- Ensure compliance with GDPR regulations regarding data consent and protection.
- Contribute to the development and enhancement of database usage for the benefit of the School.
- Supporting with the production of rotas and timetables.
- Produce security ID Pass Cards for staff and students.
- Assist IT in day-to-day tasks and work collaboratively on projects when necessary.
- Manage iSAMS/System queries through the Freshdesk ticketing system.