

## **JOB DESCRIPTION**

### **DATA MANAGER**

An exciting opportunity in this new role to provide data management services across both Junior and Senior divisions of this thriving and busy London day school. We are seeking to appoint a proactive and ambitious data specialist who will develop our management and use of whole-school data to support the effective functioning of the school. As a newly created position within the IT Support team, this role offers an excellent opportunity for the right candidate to make a significant impact to the running of the school through their innovation and understanding.

**Accountable to:** IT Operations Manager

#### **Key skills and attributes:**

- Excellent working knowledge of educational database programmes
- High level of ICT literacy
- Excellent Excel and Word skills
- Analytical and numerate
- Excellent attention to detail
- Able to speak and write in clear English
- Able to communicate well with staff within a school environment
- Able to work on own initiative and as part of a team
- Reliable and punctual
- Able to work to deadlines
- Calm approach

#### **Main areas of responsibility:**

##### **Data management**

- Take responsibility for the completeness and accuracy of the School database (SIMS)
- Work supportively with all staff who input data to SIMS during the course of their duties
- Work closely with the school and central technical facilities to ensure that SIMS system updates are carried out promptly and conveniently
- Ensure that data is imported correctly into Schoolcomms and Evolve
- Work with the Registrar to manage admissions data
- Work with the Timetable team to ensure a smooth roll-over within SIMS and Nova from one academic year to the next
- Undertake other reasonable duties related to the job purpose as required.

### **Production of information**

- Set-up, produce and manage marksheets and reports within SIMS and publish to Firefly in both the Senior and Junior Schools
- To be responsible for the management and administration of external CEM centre examinations.
- Work with the Assistant Head Teaching and Learning and the Junior School Assessment Co-ordinator to develop and manage school-wide pupil tracking systems
- Work with Examinations Officer to import, analyse and distribute public examination data
- Provide output of data in a range of formats to a variety of internal and external audiences including the Senior Leadership Team
- Assist the SLT in the production of various communications of pupils' progress to parents and maintain data centrally to support this purpose.

### **Development activities**

- Communicate with staff and other parties to gain an understanding of their information requirements and design data reports in a variety of formats using appropriate software to suit these needs.
- Work proactively with the Senior Leadership Team to project manage the development and adoption of extended uses of SIMS including additional modules and remote access
- Work sympathetically but effectively with staff in the roll-out of new initiatives
- Keep abreast of trends in the use of data in an academic environment and discuss these with the Senior Leadership Team
- Work collaboratively with other GDST schools to share good practice.

### **Training**

- Be the first point of contact for all staff SIMS queries.
- Provide training and support to SIMS users in a proactive manner using a variety of methods such as demonstration, staff workshops or user instruction sheets, to support use of the system and the interpretation of data
- Attend training for professional development as required