THE JUNIOR & SENIOR SCHOOL

Job Description

Position: Data Manager
Line Manager: Principal

Duties & Responsibilities

Lead and Maintain ISAMS

- Manage and analyse the various data produced by the school
- Manage the school management system (ISAMS)
- Ensure that all data is accurate, up-to-date, and compliant with relevant regulations
- Provide insights to the school management team based on data analysis
- Develop and maintain reports on key performance indicators (KPIs)
- Work with other members of staff to ensure that data is collected and analysed in a timely manner
- Provide training to staff on how to use the school management system (ISAMS) and other data tools
- Collect, organize, and manage various types of school-related data, including student records, attendance, assessment results, and staff information.
- Analyse collected data to identify trends, patterns, and insights that can inform school policies, teaching strategies, and student support programs.
- Oversee the school management system (ISAMS), ensuring accurate data entry, system updates, and troubleshooting issues. Collaborate with IT professionals when necessary.
- Generate regular and ad-hoc reports for school administrators, educators, and other stakeholders. Present data-driven insights in a clear and understandable manner.
- Ensure data security and confidentiality, implementing protocols to safeguard sensitive information in compliance with relevant regulations (e.g., GDPR).
- Provide training and support to staff members on data entry procedures, report generation, and effective utilization of the school management system.
- Stay updated on emerging trends, tools, and best practices in data management and analysis. Propose improvements to data-related processes and systems.

Student Reports

- Communicate with Heads of Department, subject coordinators, year group leaders etc. across both campuses for preparing the templates of the reports.
- Prepare guide notes with instructions for the teachers to use the report templates.
- Assist teachers with any issues completing the reports through the system.
- Check the reports after completion by the teachers and inform them if any errors/issues.
- Set up automatic messages so that reports are sent electronically to parents.
- Assure all parents' email addresses are up to date before sending the reports electronically.
- Analyse and summarise the results of the reports for the management team, Heads of Departments, etc.

Support the production and maintenance of the annual school timetable for the Junior and Senior School.

- Collect and discuss all required information with the Head of Curriculum & Heads of departments.
- Maintain and adapt the SS timetable to adjust to internal and external requirements and pressures if and when required.
- Ensure timetable data are accurate, complete, and available to all interested parties.
- Schedule the timetable considering students' and teachers' needs.
- Identify and resolve difficulties in relation to student and/or staff timetables.
- Acquire an understanding of the facilities in campus in order to develop a timetable that best supports students' learning and teachers' needs.
- Liaise with Heads of Departments regarding the allocation of appropriate rooms to each department in line with the timetable.
- Provide a range of management information and statistical data, including space utilisation and timetabling data as requested.
- Effectively and promptly deal with all timetabling related queries.
- Work closely and support the timetabler at the Senior School site.

Organise, analyse and present any pupil attainment data including academic targets and achievement data in a form which can then be used for actions by management and teaching staff.
Key Areas:
- Input any targets or academic data required by management into either the **ISAMS / SIMS** system or spreadsheets.
- Create spreadsheets with relevant data to assist teachers and management in identifying underachievement and to monitor pupil progress.
- Assist management and staff with the use of the CEM systems of Base, Midyis, Yellis and Alis.

Assist other administrative colleagues with the collection and preparation of statistical information as required by the various ministries using the ISAMS system.

Support senior leaders in driving the strategy and vision of the use of data throughout the school.