



A Career at St Edmund's College	
Data Manager	
Job Description	
Reporting to:	Assistant Head Timetabling and Data
Probationary Period:	6 months
Summary of the Role:	To co-ordinate and administer the efficient running of the College academic MIS (iSAMS)
Main duties and responsibilities:	<p><b>Data</b></p> <ul style="list-style-type: none"> <li>Produce all required data and manage the annual rollover of iSAMS.</li> <li>Set up registration cycles and parameters at the beginning of each year.</li> <li>Keep iSAMS updated in all areas, liaising in particular with Admissions, Bursary, Marketing, parents and staff.</li> <li>Set up pupil academic reporting cycles and templates at the start of each academic year and update them as necessary thereafter, ensuring a timely flow of information.</li> <li>Keep all census information up to date throughout the year and manage the production of statutory returns to the Department for Education, Catholic Education Service, Roman Catholic Diocese of Westminster, Independent Schools Council, Independent Schools Inspectorate and HMC.</li> <li>Provide data as requested by the Assistant Head – Timetabling and Data.</li> <li>Upload pupil academic reports to the Parent Portal and Student Portal.</li> <li>Produce reports to facilitate public examinations analysis and provide templates for HoDs and others to do the same.</li> <li>Provide analysis of data from pupils' academic report cycles.</li> <li>Liaise with the IT department to ensure the smooth running of iSAMS.</li> <li>Take part regularly in training and CPD to ensure up to date knowledge and understanding in all relevant areas.</li> </ul>
Safeguarding Responsibilities:	<ul style="list-style-type: none"> <li>Whilst not in a teaching role, as Data Manager you will be working on a regular basis in a school in a role which gives opportunity for contact with children. As such, you will be in regulated activity and an enhanced DBS check (which includes children's barred list information) will be required in advance of appointment.</li> <li>Safeguarding and promoting the welfare of children is everyone's responsibility. As with all College staff members, you will therefore be responsible for providing a safe environment in which children can learn.</li> </ul>
Other	<ul style="list-style-type: none"> <li>Undertake other duties of an appropriate level and nature as and when requested by the Headmaster, Bursar and any other member of the core SLT.</li> </ul>

	<p>St Edmund's College and Prep          Old Hall Green, Ware,          Hertfordshire,          SG11 1DS          Telephone: 01920 824335          Email: <a href="mailto:hr@stedmundscollege.org">hr@stedmundscollege.org</a></p>
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The College is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Candidates will be required to undergo relevant Safeguarding Checks.

We will seek references on short-listed candidates that will include questions about past disciplinary actions or allegations in relation to behaviour with children and may approach previous employers for information to verify particular experience or qualifications before interview.

This role is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020.