**Job Description**

|  |  |
| --- | --- |
| **Job Title:** | **Data Manager** |
| **Employer:** | **Dollar Academy** |
| **Job Summary:** | Reporting to the Director of IT and Assistant Rector (Academic) the Data Manager operates and maintains the school Academic MIS system (iSAMS), the Financial Database (WCBS PASS Finance) and connections to all 3rd party systems. |
| **Key Responsibilities and Duties** | **Key responsibilities** * Oversee the day-to-day operations of the school MIS Systems (iSAMS and WCBS PASS Finance), ensuring the system's data is accurate, up-to-date, and secure.
* Manage the data held in and connections to 3rd party systems from iSAMS or WCBS PASS.
* Expand the use of iSAMS to capture relevant data and develop SSRS reports to meet the needs of the school.
* Provide export data required internally and by external organisations.
* Work to the School's reporting schedule, to amend and develop report formats and templates for academic reporting
* Arrange and manage system maintenance and development windows.
* Undertake all necessary preparatory work to provision the MIS systems for each academic year.
* Provide support, training, and advice for staff to facilitate their use of iSAMS and 3rd party systems.
* Provide data driven insights and analytics to inform school improvement / development.
* Support in the administration of data regarding internal and external exams (mainly SQA).

**Miscellaneous*** Participate in training and development as required
* Responsible for promoting and safeguarding the welfare of any children or young person during employment at Dollar Academy
* Undertake any duties commensurate with grade
 |

**Person Specification**

|  |  |
| --- | --- |
| **Knowledge and Experience** | * Experience in a similar technical role in an education or business environment as a data administrator, ideally using iSAMS
* Knowledge of database administration and development
* Intermediate to advanced Microsoft Excel skills
* Knowledge and understanding of data protection regulations (GDPR)
* Working knowledge of SQL Service Reporting Services (SSRS), Microsoft SharePoint advantageous
 |
| **Skills and Attributes** | * Meticulous attention to detail
* Ability to work under pressure and to deadlines
* Accurate data entry skills
* Excellent verbal and written communication skills
* Able to work pro-actively and on own initiative
 |