



Bancroft's School

Woodford Green • Essex • IG8 0RF

www.bancrofts.org



Job Description for the position of
Data Manager (maternity cover)



CONTENTS

The Role and Responsibilities

The Person

Bancroft's School

Remuneration

How to Apply

Job Description for the position of
Data Manager (maternity cover)



THE ROLE AND RESPONSIBILITIES

The ICT department is looking for a bright enthusiastic and experienced data manager seeking a new challenge to join their dynamic and forward-thinking IT Team from May 2018. The position is initially available for 6 months maternity cover with the possibility of an extension.

The successful candidate will report to the IT manager, and be expected to manage the school Management Information System (iSAMs) in addition to advising the school on future developments. The post will primarily focus on school data management with use of SQL Server Reporting Services, for which training can be provided.

Responsibilities/Accountabilities

- Maintain a detailed working knowledge of all areas of the current MIS system (iSAMs), together with its supporting systems and services. Look out for and inform IT about any forthcoming version changes to these products.
- Maintain a clear understanding of the Data Protection Act and the implications that it has for managing school data, and ensure that the School complies with the Data Protection Act.

Data provision & maintenance

- Undertake all necessary preparation and provision of the system for each academic year, to include importing new users, timetable, event and meeting data. Set up all required class lists, groups etc. for academic and activity use. Undertake all ongoing revisions to data such as timetable changes, including a mini-timetable alteration in the summer term.
- Integrate user accounts with active directory network accounts and ensure all new users are set up in accord with agreed naming conventions, and enable new users and any staff undertaking revised roles to receive all required system permissions relating to their academic and activity functions.
- Undertake regular maintenance tasks such as a monthly backup (Independent Schools Inspectorate requirement) the annual rollover of data and the archiving of staff leavers (in liaison with HR and IT).
- Provide the export of data required by internal sources and external organisations (e.g. data files for photographers) & import of required externally supplied data (e.g. pupil and staff photos).





Reporting

- Working to the school's reporting cycle prepare and provision all grade cards, tracking sheets, report templates etc. needed, including UCAS reference forms and the school list. Monitor completion of all data entry stages by all relevant participants, undertake any necessary amendments of grade cards, reports etc. and prepare grade distributions for checking to HoDs and for issue to SMT, HSMS/JHSMS/Heads of Section and Tutors.
- Working with the respective Directors of Studies to create output reports (such as grade cards, reports for parents etc.) and upload to the iSAMS parent portal.
- Amend and develop report formats and templates as requirements change.

Exams

- In conjunction with the Examination Office, assist with external examinations preparation, data entry, import and analysis process of results data. Add remarked exam results to the system and assist the Exams Officer with email communication of exam results.

System Maintenance

- Monitor database operations to ensure optimal performance at all times. Undertake regular maintenance of the system to remove unused data and where required add and amend additional tables, reports, lists etc. (in liaison with MIS system supplier).
- Establish and maintain an update procedure to the system covering pre-installation backup, documentation and communication of changes and their potential impact. Audit and document the system configuration to ensure correct allocation of functions and permissions and undertake annual data integrity checks to ensure system accounts match AD accounts. Document the workflow procedures for the yearly use of the MIS system and amend with any revision or changes.
- Liaise with users and iSAMS about any errors, development requests, and problems encountered and undertake troubleshooting of MIS system software and services.

Development

- Promote new features currently unused in iSAMS, including systems for rewards, sanctions, behaviour and identify through analysis of any emerging trends including attendance and punctuality. Consider if and when to implement new features in consultation with appropriate stakeholders. Attend MIS system User Group meetings.





Training

- Undertake the induction of new staff in the use of the MIS system, and provide in-house training and support for staff in using iSAMS including creating appropriate training materials and resources for new staff induction and to cover new system features being deployed.

Responsibilities in relation to the staff in the IT department:

- Supervise school computer room when required (as part of the ICT Team)
- Support staff use of ICT throughout the school and in particular the MIS as and when required
- In the event of a major incident or disaster, you may be required to provide assistance, in whatever capacity necessary and participate in any training to ensure the School is fully prepared
- To carry out such duties that may be reasonably required by your line manager including the IT Manager, Second Deputy Academic and Director of Studies.

Additional Work Elements:

This job description is not an exhaustive list of all responsibilities or duties but reflects the major core of the role.

The organisation reserves the right to alter the content of this job description after consultation to reflect changes to the job or services provided, without altering the general character or level of responsibility.

Bancroft's School is committed to providing the best possible care and education to its pupils and to safeguarding and promoting the welfare of children and young people. The School expects all staff, contractors, Governors and volunteers to share this commitment.





THE PERSON

Essential Criteria:

- Strong technical expertise, ideally including an understanding of SQL/RDBMS
- Reporting Development experience – SSRS or Crystal Reports
- Previous experience of the use of Active Directory
- Previous experience of MIS data management
- Willingness to work as part of a team

Desirable Criteria:

- Microsoft Certified Database Administrator or
- Microsoft Certified Solutions Expert: Business Intelligence or
- Microsoft Certified Solutions Expert: Data Platform
- Experience of administering SQL databases
- Experience of writing custom reports/modules for end user presentation
- Experience of working in a school environment
- Familiarity with current external educational bodies and exam protocols
- Familiarity with web design & web presented data reports
- Experience of producing accurate data for reporting and assessment

Skills and Abilities:

- Diligent with an attention to detail
- Cooperative and flexible team player
- Creative problem solver
- Able to communicate (written and verbally) with students and colleagues in a targeted and supporting manner.
- Skilled in time management with an ability to work to strict deadlines
- Goal driven to achieve project milestones and deadlines.





Bancroft's is a forward looking, modern school; a centre of excellence for the twenty-first century.

THE DEPARTMENT

The IT department has undergone some expansion in recent years, in line with the increased prominence of ICT in the classroom and school. The IT support department provides support for both the prep and senior school and is based in the senior school.

In 2016 the appointment of a new in-house Data Manager coincided with the school migrating the Management Information System from Schoolbase to iSAMs. We are continuing to increase integration with other systems at the organisation, and where possible we are using iSAMs as the primary data set.

The IT department is keen to promote continuing professional development and has a generous training budget from the school.





BANCROFT'S SCHOOL

Bancroft's School was founded by the Drapers' Company in 1737 on the Mile End Road as a day-school for local boys from a diverse range of backgrounds; the School has come a long way geographically and institutionally since then but remains committed to pupils from a wide range of backgrounds and has a long tradition of excellence.

We are now a co-educational independent day school for around 1200 pupils from 7 to 18 and an unashamedly aspirational school, devoted to scholarship and intellectual inquiry. We aim to provide an atmosphere in which each child can flourish and we believe that children succeed when they take full advantage of the huge range of different opportunities we provide – whether immersed in academic research, being out on the sports fields, taking part in charitable activities, acting on the stage, playing music and attending some of our numerous clubs and societies, our pupils challenge themselves and learn by taking part wholeheartedly in school life.

We have the highest expectations for every child in the School and we support, encourage and nurture each individual; we want our pupils to enjoy life to the full, make enduring friendships and grow up in a friendly, safe but challenging environment.

At Bancroft's we continually strive to ensure that all our pupils leave here with the confidence, self-awareness and knowledge to thrive in the world beyond, as well as taking with them an awareness of others and an abiding curiosity about the world.

Bancroft's has a selective 5 or 6 form entry at 11+, with just under half the pupils coming from the Preparatory School. The school uses its own entrance exam and admits boys and girls in equal proportions. There is a further small entry at 16+, and most pupils stay into the Sixth Form. Public examination results are very strong and place Bancroft's among the top co-educational schools in the country.

In 2017, 90% of all A-level exams taken by Bancroftians were graded A*, A or B, and 67.4% A* or A compared with the national level of 25.8%. 32.6% of all A-levels sat achieved the top grade of A*, again significantly higher than the national average which has been around 8% over the past years.

Almost all of the Upper Sixth go on to Higher Education, with the majority to top Russell Group universities and in 2017, 23 to Oxford and Cambridge.





Bancroft's School



REMUNERATION

The successful applicant will receive a generous benefits package and we are committed to providing excellent professional development opportunities for all our staff. Benefits include private medical insurance, pension, and concessionary fees for children attending the school (dependent upon academic assessment).

HOW TO APPLY

An application form is available to download from the School website, <http://www.bancrofts.org/about-us/employment-opportunities> or by emailing recruitment@bancrofts.org

The closing date is midday on 13 April 2018 but applications will be considered as they are received, so early applications are encouraged. Interviews will take place shortly after the closing date.

Bancroft's School is committed to safeguarding and promoting the welfare of children and applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

