



Beau Soleil

Collège Alpin International

JOB DESCRIPTION

Title	Data Manager
Department	IT
Reports to	Director of Studies
Location	Villars-sur-Ollon

Purpose <i>(why the position exists, within what limits and with what objectives)</i>	As Data Manager you will work closely with the Academic and Pastoral teams to manage and develop the use of school information systems including iSAMS, Firefly and CHQ. You will also support the work of the Director of Studies with regards to reporting, testing and data tracking and analysis. You will also take a key role in the development of the school timetable, inputting data and liaising with the Director of Studies and Principal as appropriate.
Key Responsibilities	<ul style="list-style-type: none">• Supporting and promoting the use of iSAMS by staff, providing staff training and support literature specific to the schools use of iSAMS where necessary;• Liaising with iSAMS engineers in the UK and local IT Support for development and technical issues;• Provide training and support to every level of user ability;• Provide liaison between academic staff and the technical team regards iSAMS and other school developments to facilitate school operational activities;• Recommending action to strengthen internal controls;• Anticipating potential issues and proposing solutions;• Develop the communication to pupils and parents of the data within the MIS;• Manage the school reporting cycles with attention to detail.• Provide regular data drops to academic leadership team, managing data input, transfer and the production of statistics following internal and external examinations• Manage the Parent portal access on the school's VLE (Firefly)• Provide support to the academic team on the effective use of Firefly and CHQ
Education and Professional Qualifications	<ul style="list-style-type: none">• Bachelors Degree or Master in Computer Science, Statistics, computer Engineering or related field is desirable
Experience	<ul style="list-style-type: none">• Experience of managing and developing data systems (preferably iSAMS)



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	<ul style="list-style-type: none">• An experience with any MIS within a UK and/or International school context• Experience of timetabling systems and structures; preferably “Timetabler”• Familiarity with SQL programming language in order to generate and modify reports and thus analyse data held within iSAMS
Knowledge and Skills	<ul style="list-style-type: none">• Strong analysis skills• Excellent IT skills• Ability to focus on detail and accuracy when compiling data• Excellent communication skills• Excellent organisation and planning skills• Ability to work to strict deadlines• Ability to form good working relationships with a diverse team of staff both internal and external• Previous experience in a school or educational setting• English native speaker or high level of English comprehension. Good level of French desirable but not essential