Data and Systems Technician

Qualifications:

Degree in related field with education-based experience or degree in IT-related field and/ or experience in an educational-related setting.

The Data and Systems Technician will responsible for:

Systems

- Ensure the integration and maintenance of the schools MIS system (iSams) and related programmes such as Google docs and email, Meet the Teacher, Turn It In, Tapestry and Managebac.
- Use the relevant software for booking events, creating report templates, checking attendance and accurate records
- To ensure all staff are appropriately trained to use the relevant systems software.
- Enter and maintain the relevant data
- Ensure confidentiality of information entered into the MIS system
- Create new user accounts on all systems

Data

- Accurately and promptly input data into designated Meet the Teacher, Google, iSams, Turnitin, Managebac and Tapestry modules, use and manipulate, download, verify and distribute associated output as required.
- Produce an analysis of exam results and summative assessment to inform pupil database and liaise with SLT regarding statistics generated.
- Uploading students to GL Assessment testwise website to conduct tests
- Producing reports from GL Assessment testwise website
- Producing documentation for Invigilators to conduct GL Assessments
- Assisting the Examinations Officer with importing results on results day and production of data for Heads of Departments
- Assisting with Examinations when required
- Work closely with the Examinations Officer to utilise examination and reporting data effectively
- Ensure the integrity of all data held in the school
- Maintain accurate academic student information
- Develop and maintain data protocols
- Contribute to the development, operation and monitoring of systems to ensure all changes affecting MIS data are collated and the data updated in a timely manner.
- To maintain students' records on assessment data.
- To manage and develop academic and report databases

- Manage school's data capture and reporting systems and adaptation, development of school information systems
- Create strategic and operational data analysis systems to support in depth analysis of individual teacher, subject and curriculum performance; as part of the whole school self-evaluation process
- Oversee the production, copying, collating and dispatch of all school reports and interim grades, in line with the school assessment recording and reporting policy.
- To undertake any other administrative tasks related to the post.
- To undergo any training required in order to perform duties effectively.
- To maintain good general knowledge of the schools' systems in order to carry out duties effectively.
- To maintain strict confidentiality with all work where necessary with due regards to data protection.
- Assisting in the running of internal and external exams under the direction of the Exams Officer
- In the absence of the Exams Officer to deputise as directed
- Manage and update the school website