

# Database and Report Manager

## Job Purpose

The Database and Report Manager is responsible to the Headmistress through the Deputy Head Academic for ensuring the accuracy of the school's MIS and for providing support to all users. A key responsibility of this role is the preparation of academic and progress reports for all year groups.

## Key Accountabilities

### Database Manager

- Be responsible for the maintenance, development and integrity of the MIS (iSAMS) database, ensuring the data is accurate, current and consistent
- Oversee the integrity of the data by working with colleagues to ensure the data from the various systems, and processes, are fit for purpose
- Oversee the creation and embedding of new and existing protocols and troubleshooting by inputting processes across the whole school to ensure best practice is followed
- Serve as the primary point of contact for staff queries relating to the MIS data.
- Provide clear direction, training and support to the staff members
- To help deliver new staff and pupil IT induction

### Reports Manager

- To be 'Reports Manager' for academic reports and assessment in iSAMS for all year groups. This will include the setting up and maintenance of 'mark sets' and academic reports for staff input.
- To help maintain teaching set data in iSAMS to facilitate accurate academic report writing and liaise with the Executive Team regarding changes
- To be responsible for updating instructions on how staff are entering grades and writing academic reports
- To check that reports are completed accurately before being sent to parents
- To provide the necessary staff with copies of grades and academic reports as required

### Library Support

- To assist the Librarian to manage the Library database, including adding resources, maintaining users and preparing reports
- To catalogue and classify resources in collaboration with the Librarian.
- To provide support for staff and students using the Library

### Additional duties

- To uphold the ethos, aims and objectives, reputation and good name of Kent College.
- To be in sympathy with the school's Christian foundation
- To attend Staff Meetings, In-service Training and major school occasions as agreed

- To be willing to hold a first aid certificate, training for which will be provided at the school's expense, and be willing to administer basic first aid
- To follow safe practice in all areas of school life
- To carry out any other reasonable duties falling within your capabilities depending on the needs of the school.

This job description may be reviewed and amended at any time after consultation with you.

Database Manager and Report Manager's Signature:  Date:	Headmistress' Signature:  Date:
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