

SCHOOL DATA OFFICER

JOB DESCRIPTION

Primary Objective of Role

The primary purpose of this role is to ensure accurate, timely, and appropriate assessment and admission data management for over 2,700 pupils and students within a secure, coherent, and efficient **Management Information System (MIS)**. The role requires maintaining up-to-date records with scrupulous efficiency while ensuring that end users have access to relevant data as requested.

Accountability and Responsibilities

Data Entry and Management on MIS:

- Input new students' information into School MIS.
- Verify and update student information on MIS including contact details to ensure effective record keeping.
- Respond to Staff queries for student data exports.
- Assist the Data Manager in the annual data update process.

Baseline Assessment Registration & Reporting:

- Register applicants for baseline testing.
- Register current students for baseline testing during the academic year.
- Ensure all necessary documentation, including student login cards, are accurately prepared for each year group and are distributed in an organised format that will facilitate easy printing and efficient distribution for on-site test administration.
- Collate and share baseline test scores and analysis/reports with relevant staff members and parents.

School Assessments & Reporting Management on MIS:

- Set up, monitor and maintain assessments for all classes based on requirements from relevant School Heads.



- Ensure data is pre-populated for Staff including baseline testing scores and historical grade data wherever applicable and link in applicant baseline assessment data as they convert to on roll students.
- Arrange staff access for assessments.
- Assist the **Assessment Coordinator** in planning and implementing the school-wide reporting schedule and ensure the deadlines are met.
- Create and manage Reports for School assessments ensuring consistency, accuracy and high quality.
- Verify Output Templates before they are published to Parents.
- Archive a copy of all academic reports on a regular basis.

Safeguarding

Doha College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants must be willing to undergo child protection screening, including reference checks with previous employers and a criminal records check. Teaching staff will also be subject to a Barred List and Prohibition from Teaching Check. This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020.

Diversity, Equality and Inclusion (DEI)

As an equal opportunities employer, Doha College is committed to a culture of diversity, equity and inclusion. We believe that a diverse staff body reflects and supports the diversity of our students and wider society and leads to a cognitive diversity that promotes excellence in all areas.

PERSON SPECIFICATION

Key Requirements

Experience, Knowledge, and Skills

- Familiarity and expertise in **Management Information Systems (MIS)**. iSAMS experience is preferred. (E)
- Advanced proficiency in Microsoft Excel, including data analysis, complex formulas, pivot tables, and automation, along with strong ICT literacy in Microsoft Word, PowerPoint. (E)
- A strong understanding of databases including data management, querying, and analysis (E)
- Experience with **Google Productivity Tools** such as Google Sheets, Google Docs, Google Drive, Google Form and Google App Scripts. (E)
- Stay updated on the latest advancements in AI-driven data management for education. (D)
- Fluent written and verbal communication skills in **English**. (E)
- High attention to detail, accuracy, and willingness to develop professionally. (E)
- Strong interpersonal and relationship-building skills. (D)
- Initiative, flexibility, and problem-solving abilities. (E)



Education and Training

- Bachelor's degree in IT, Data Management, or related field. (E)
- Training in **GL Testwise**, **MIS platforms**, and relevant office software. (E)

