



Dubai
English
Speaking
Schools

Dubai English Speaking Primary

Job Description and Person Specification

Job Title: Data Manager

Reports to: Senior Leadership Team

Collaborates with: All Departments

OBJECTIVE OF THE ROLE

- To have responsibility for data management of:
 - iSAMS – Academic reports, registration, transition
 - External and internal assessment data and systems
- To work with the iSAMS Coordinator and Senior Leadership Team (SLT) to find efficient and impactful ways to make use of data related to student progress and attainment.

MAIN RESPONSIBILITIES

- Populate teaching sets in iSAMS with the relevant students for sharing with platforms such as Learning Ladders, School Cloud and the MIS end-of-year and mid-year reporting cycles.
- Maintain teaching sets in iSAMS.
- To configure and support with the online parents evening booking system.
- Liaise with the iSAMS Coordinator to ensure that reporting timelines are adhered to.
- Support the mid-year and end-of-year academic report processes by liaising with SLT and the iSAMS Coordinator for the creation of reports, monitoring for incomplete reports, and checking for report quality and data integrity of output reports before publication.
- Work with subject leaders and SLT to ensure that the internal assessment system is robust and in line with the curriculum.
- Lead on the maintenance of internal assessment systems and student records.
- Be responsible for the set up and running of external testing cycles, including liaising with teachers during the testing window and maintaining up to date student records in external systems.
- Be responsible for the collection and presentation of data extracted from external testing cycles.
- Create analysis templates and documents relevant to different users and stakeholders.
- Ensure the integrity of data in internal assessment systems.
- Work with SLT and produce data reports and analysis when required.

- To work with data teams across DESS Schools to support a coherent strategic and operational connection between the phases.

PERSON SPECIFICATION

Essential

- To have excellent numeracy skills.
- To have comprehensive Excel and data management skills
- Ability to produce accurate work to tight deadlines under pressure.
- To have excellent ICT skills.
- Ability to communicate clearly in writing and orally to a variety of audiences.

Desirable

- To have evidence of continuing and professional development relevant to post.
- To have experience of MIS Systems (ideally iSAMs) Experience with GL assessments is desirable.
- To have comprehensive experience of MIS systems (ideally iSAMs), Excel and data management.

This list is not exhaustive and is designed to provide a framework for areas of development the successful candidate will have responsibility for within the Primary school.