



DUBAI COLLEGE

Deep learning, good character, flourishing lives



MANAGEMENT INFORMATION SYSTEM & DATA CO-ORDINATOR

REQUIRED FOR AUGUST 2026

2026



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THE POST

To support, through the guidance of the Data Analytics Team Leader, the effective management and continuous improvement of the school's data systems, ensuring the School's Management Information System (MIS), iSAMS, operates efficiently and accurately.

The role involves supporting the use of data to improve student learning, helping to coordinate and maintain centralised school data, producing reports, assisting departments with their data needs and contributing to delivering quality IT customer service to the Dubai College community.

Reporting Line: Educational Systems Director, via Team Leader: Data Analytics Manager

Key Responsibilities

MIS Management: Oversee the maintenance of the MIS system's availability and efficacy, covering all active modules and portals for staff, parents, and students. Coordinate with the Educational Systems Director on MIS strategic development to assess and implement new modules or practices, particularly those that enhance efficiency and lessen staff workload.

- **Data Integration:** Oversee the incorporation and enhancement of data processes within the MIS, ensuring seamless communication across all systems. This will require close collaboration with IT Team Leaders and other members of the IT Support team.
- **User Support:** Serve as the primary liaison for MIS users, ensuring prompt and efficient assistance. Responsibilities include preparing support materials and delivering comprehensive training to new hires or when introducing new modules to all employees. It is crucial to be able to present with confidence, clearly explain, and demonstrate to audiences with and without technical backgrounds.
- **Administration Support:** Provide administrative support to the Educational Systems Manager across key iSAMS modules, including Cover, Timetable, and Curriculum Management. In addition, provide clear and ongoing administrative support to the Examinations Officer for both Internal and External Examinations modules, along with any other iSAMS modules required to support the effective operation of the school.

System Upgrades: Liaise with the MIS vendor for updates and improvements, performing system upgrades as needed.



Data Management: Coordinate with Data Analytics Team Leader to manage specific data at key points in the academic year, including the annual roll-over process and the integration of public exam results; knowledge of ALPs to provide annual value-added reports and student tracking throughout the year is essential.

Policy Compliance: Contribute to the implementation and compliance of cybersecurity measures, data protection and safeguarding policies related to the MIS. Annual auditing of data in MIS is essential.

Other:

- Implement whole – school safeguarding procedures.
- Undertake other duties as requested by the Head or a delegated representative.
- Support Examinations Officer with mandatory/internal/public examinations

Qualifications

- Diploma or degree in an IT-related discipline.
- Experience with iSAMS (MIS) is essential; experience with timetabling software is desirable
- At least 5 years of working experience, with 3 years in IT support and development, within an educational setting.
- Current residence in the UAE would be an advantage.

The Ideal Candidate

Personal Attributes

- Proactive and self-motivated with a strong ability to manage and prioritise workload
- Detail-oriented with excellent organisational and time management skills
- A strong team player with a positive, service driven attitude.
- Creativity, curiosity, and a willingness to learn new tools and skills

Skills & Experience

- Excellent IT skills and knowledge of computers and network devices.
- Strong administrative, organisational, computer literacy and analytical skills.
- High levels of personal and professional integrity.
- Ability to work independently and as part of a team.
- Excellent communication skills
- Proactive, flexible, and enthusiastic approach to work.



THE DEPARTMENT

The IT Department is a dynamic and integral part of the organisation, dedicated to providing exceptional IT support and services to the whole school community.

Comprised of highly qualified professionals, including IT Support Specialists, Network Administrators, and System Analysts, the team works collaboratively to ensure the smooth operation of all technological systems. The department is not only a hub for resolving technical innovation and efficiency within the organisation.

Collaboration is central to the department's approach. The IT staff work closely together, sharing their expertise and supporting each other to deliver the best possible service to the Dubai College community. The team provides IT support to all departments within the college, addressing their IT needs holistically. Whether troubleshooting hardware issues, implementing new software solutions, or providing training on the latest technologies, the department ensures a seamless and productive work environment.

Cybersecurity and data privacy are always central components of any technological or digital innovations, and all department members are expected to understand the relevant regulations.

THE COLLEGE



Dubai College was established forty-seven years ago and is now considered one of the best international schools in the world. The school is a not-for-profit, independent and selective school for boys and girls aged 11-18 from over 60 nationalities. A world leading international school, grounded in the rigour of a British education, our vision is to prepare students to be future leaders by reminding them that their task is to be a good human being.

Our purpose is we aim to provide a rich holistic education and academic excellence for our students.

We exist to equip young people with the deep learning and good character that they will need to flourish in their lives.

Our goal is to lead international education by reimagining what it means for young people to thrive in today's fast-changing world.

Awards

2026 MENA Awards shortlisted 'School of the Year', 'Employer of the Year', 'Staff Wellbeing'
2025 MENA Awards 'School of the Year'
2025 RIBA Middle East Sustainability & Resilience Building Award
2025 Independent Schools Of The Year Award shortlisted 'Student Careers'
2024 Pearson Award 'Outstanding Pearson School'
2023 MEED Project Awards 'National and MENA Winner of the Education and Social Project of the Year'
2023 Design and Middle East Awards 'Design Education Project of the Year Award'
2023 Identify Design Awards 'Public Space'

Recognition

2026 Spear's Schools Index 'The World's 100 World Leading Private Schools' for the 7th consecutive year
2025 British Schools Overseas school rating 'Outstanding'
2025 SAFEcic safeguarding rating 'Outstanding'
2025 Carfax The Schools Index 'Top 150 Private Schools in the World', 5 years in a row
2024 KHDA school rating 'Outstanding' since 2010
2024 LEED Gold Certification for sustainable building design and practices

SCHOOL SIZE & RESULTS



The number of students on roll is currently 1138 and comprises boys and girls in the 11 to 18 age range with 305 in the Sixth Form. The College operates an eight form intake of 176 students in Year 7.

Approximately 40% of the students are British, but 59 other nationalities are represented. The GCSE and A Level courses followed are those of one of three examination boards (Edexcel, AQA, and OCR).

Examination results are consistently outstanding and Dubai College remains the top performing school in the United Arab Emirates. In 2025 students gained an average grade of 8.4 and achieved 95% grades at 9-7 at GCSE.

Our most recent leavers achieved 75% A*/A grades at A Level with almost 90% of all students gaining access to their top choice university. The summer of 2025 saw 16 of our students heading to Oxbridge or Ivy League institutions (10 to Ivy League, 2 to Oxford, 4 to Cambridge), representing 11% of the entire cohort.

Most pleasingly of all, 77% of our A Level students and 88% of our GCSE cohort made expected or better than expected progress, placing Dubai College in the top percentile for ALPS Value Added.

While we do invite all our students to rise to the challenge of our academically rigorous curriculum, in the true spirit of independent schools we also champion the importance of our flourishing extra-curricular programme to which all staff contribute at least one extra-curricular activity per week. Classes are small and the facilities, resources and teaching environment are very high quality.

It is therefore no surprise that the College has developed a very strong regional and international reputation for drama, music and sport as well as academic outcomes. We are a member of HMC, COBIS (Council of British International Schools) and BSME (British Schools of the Middle East).

ETHOS



Deep Learning

At Dubai College, we are committed to providing an inspirational and transformative education that nurtures lifelong learners and future global leaders. Our philosophy is grounded in academic excellence and deep subject knowledge, encouraging students to think critically and engage with learning at the highest level, guided by research-driven pedagogy.

Good Character

At Dubai College, we believe that true education extends beyond the classroom and focus on building strong character through a holistic education that fosters virtues and values. We believe character develops both through example and instruction and is vital for personal success and wellbeing. Our students are taught practical wisdom, compassion, honesty, justice, humility and respect to prepare them to lead with integrity in a complex world.

Flourishing Lives

At Dubai College, education is designed to help young people flourish in every sense. We nurture a culture of care that places safeguarding and wellbeing at the heart of school life. When students feel safe, valued and respected, they are empowered to grow socially, personally and academically. Through purposeful pastoral care rooted in the principles of positive education, a commitment to inspirational tutoring, high expectations and an inclusive community, every student is given the tools to thrive within our college and far beyond it.

For The Future

At Dubai College, we nurture our students to step into the world as pioneers who act with morality, integrity and kindness. We seek to build this pioneering spirit by embedding scholarship, innovation, entrepreneurship and sustainability as key tenets of our futures education. We aspire for our students to become trailblazers who shape their industries, communities and global conversations.

THE JOY OF WORKING AT DUBAI COLLEGE



Dubai College is a not-for-profit institution where every dirham is reinvested into our students and school. This ethos underpins our commitment to excellence, wellbeing, and community. Our staff retention is among the highest in the region, reflecting a culture where tradition inspires tomorrow.

We ask the same four values of our staff as we do of our students:

Excellence

Excellence defines our culture. Our teachers work with some of the region's most academically able students and achieve world leading results. They are supported through high-quality professional development. We champion deep learning and expect our staff to be passionate subject specialists who inspire and challenge. We embrace a range of pedagogical approaches but require our staff to develop alongside the DC Craft (Communication, Resilience, Adaptive, Feedback, Teaching principles). There is no blueprint for a Dubai College student. We offer a wealth of opportunities—academic, sporting, creative, and philanthropic—so that students can discover who they are and who they want to be.

Hard Work

Dubai College is a fast-paced, demanding environment. It is not a 9–5 job. Staff give generously of their time and energy, embracing both academic and extra-curricular life. We expect accountability, resilience, and a commitment to going beyond expectations. These expectations are outlined in our 'Brilliant Basics' that speak to the high standards of professionalism at the college.

Kindness

We are a close-knit community that values genuine kindness, professional courtesy and mutual respect. Staff treat one another and their students with dignity, recognising the importance of diversity and inclusion, in which all members belong. We work in an Islamic country and expect staff to uphold cultural sensitivities and model the behaviour we hope to instil in our students.

Integrity

Character education is central to our mission. We prepare students not only for academic success but for life and working here is a commitment to that vision. Your role as a tutor can be transformational but in all areas of the college, beyond just the classroom, the ability to collaborate, manage setbacks, and reflect on personal growth is essential. Our staff share a sense of vocation—working at Dubai College is not just a job, but a lifestyle choice.

OUR RECRUITMENT PROCESS

How to Apply

Applications should be submitted using the online application form available on our website. We will only consider applications that are fully completed and submitted through the online application form. We welcome applications from UAE Nationals who have the relevant qualifications and experience.

The deadline for applications is **Monday, 1 June 2026 - 23:59**

Please note that we reserve the right to interview and recruit strong candidates before the closing date and therefore encourage candidates to submit their applications as soon as possible.

For further details about Dubai College please visit our website - www.dubaicollege.org, which can be found on the vacancies page of the Dubai College website.

Candidates selected for interview will be required to complete a practical component as part of the process. Details will be provided prior to the interview



Watch the video on Applications, Interviews and Onboarding of our support staff, with our Head of HR, Michelle Hobson who talks you through the process here at Dubai College.

REMUNERATION



Remuneration

Dubai College offers a remuneration package, which includes a tax free base salary of between AED12,440 - AED14,000 per month, subject to verification of previous related experience. Terminal gratuity will be applied as per UAE Labour Law.

The benefits package includes sponsorship and medical insurance for employee and dependents, discounted tuition fees, and airfare for employee as outlined in the school policy. We also offer complimentary lunch.

Furthermore, all staff benefit from the opportunity to work with our dynamic, highly qualified team in very pleasant surroundings with full use of our excellent facilities.

The package will be discussed in detail as part of the interview process.

Dubai College is committed to safeguarding and promoting the welfare of young people and we select staff that understand and share this commitment. All applicants must be willing to undergo child protection screening, including checks with past employers and obtaining a Police Certificate or Good Conduct Certificate from the country the applicant last resided or was employed in, which may include Disclosure & Barring checks.

INCLUSION



Our school encountered challenges that prompted us to critically evaluate our practices and take into account the lived experiences of our students, staff, and community. In response, DC took swift action by prioritizing active listening and responsiveness. This dedication to listening remains a cornerstone of our ongoing commitment to Diversity, Equity, and Inclusion (DEI) principles today.

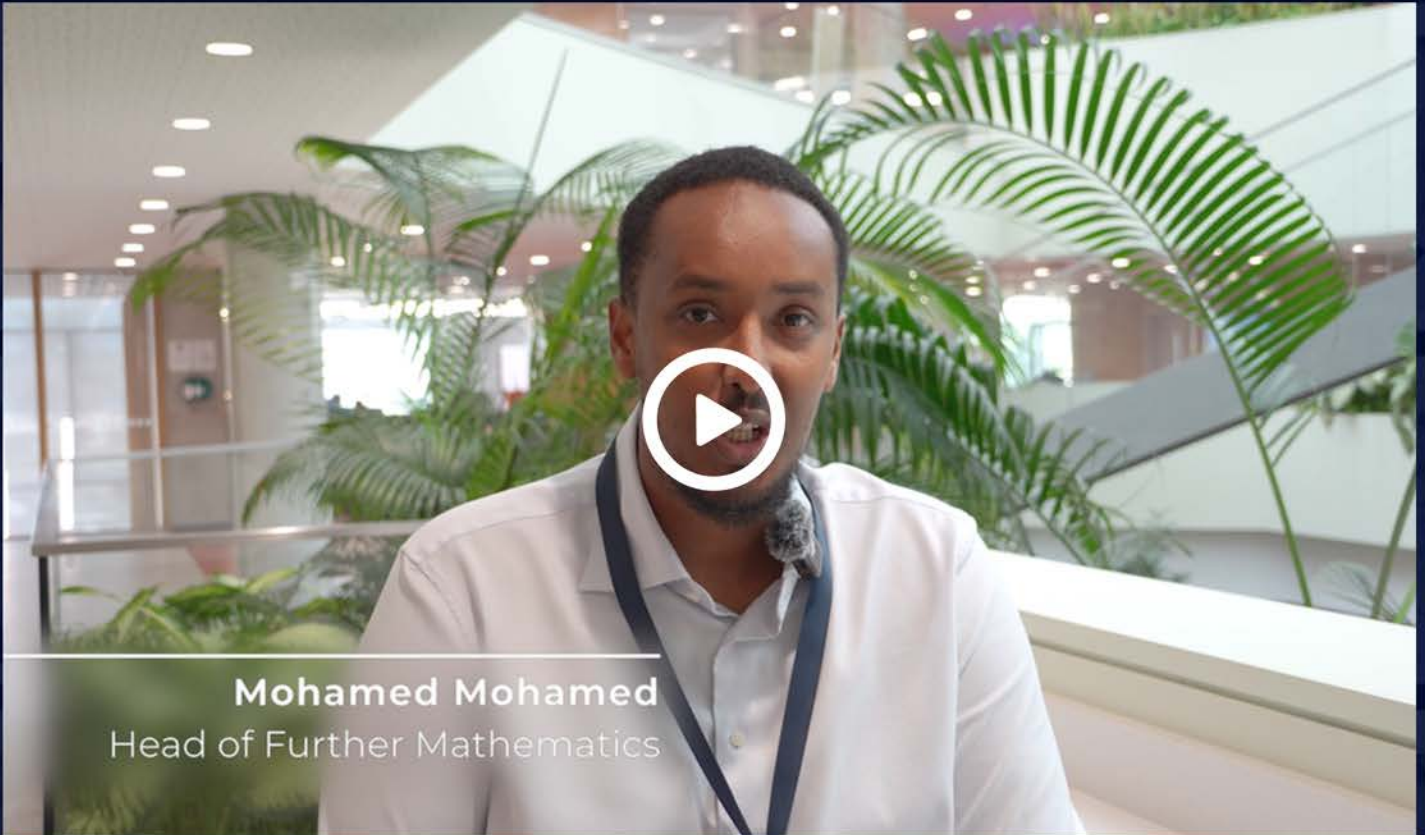
Our primary objective is to cultivate a diverse and inclusive environment where everyone feels welcome, seen, heard, understood, and celebrated. We believe that by embracing the range of lived experiences within our community, we can create an environment in which individuals can thrive and be their best selves.

To embed DEI at the core of our school culture, we have developed a comprehensive strategy. We recognise that we are fortunate to be located in one of the most diverse cities in the world, and we value and celebrate this diversity. As part of our strategy, we hold regular meetings with three DEI working parties: one for parents and alumni; one for staff; and one for students, collectively known as the Belonging Society. These meetings are open to all stakeholders, and the student body, represented by members from every form within the school, has a dedicated platform for sharing ideas, planning future events, and providing feedback on DEI-related matters.

Our aim is not only to cherish and celebrate our diversity but also to foster a sense of unity by recognising our shared experiences. We strive to create a true sense of belonging within the DC community, where everyone feels connected and valued. We are committed to providing continuous training, resources and support for all staff because we believe that by fostering cultural competency and cultivating inclusive classrooms, we ensure that our students receive the best possible education.

We firmly believe that by celebrating diversity, promoting equity, and prioritising inclusion, we create an atmosphere where everyone can thrive, succeed and achieve their full potential. Further details of our work can be found on the school website. In addition, we publish an annual Diversity, Equity and Inclusion Impact Report which details the progress we have made in the previous academic year.

WHAT WE LOVE ABOUT DC...



Mohamed Mohamed
Head of Further Mathematics

Watch the video to hear from Dubai College staff sharing what they love about DC

LIVING AND WORKING IN DUBAI



Dubai College is located within the vibrant and cosmopolitan centre of the UAE. For those of us who are fortunate enough to call Dubai our home, there are many reasons why we chose to move here and stay here. Dubai is one of the most connected cities in the world and is home to a diverse, multi-cultural population. Its strategic location makes the occasional or regular visits home or to somewhere new during term breaks a reality.

High levels of safety and lifestyle are key benefits to living here. Renowned as one of the safest cities in the world in 2025 for residents, and governed by the UAE's stringent laws, it feels safe for individuals, couples and families alike. The quality of life experienced living here is high, supported by an ever increasing number and range of amenities that make Dubai vibrant and exciting. With a climate that is both challenging and rewarding, the cooler weather from October to March allows for your sporting, social and outdoor calendars to be as full as you would like. The summer is also well managed with fun and relaxing indoor pursuits on offer. High quality offerings are easily accessible and fully air conditioned.

Dubai is a bustling city boasting a multitude of attractions and activities. It has clean sandy beaches, desert camping, opulent hotels, and shopping malls catering to all tastes. It is home to a beautiful opera house, with renowned world-class restaurants alongside heritage and cultural sites. It's a family-friendly city offering adventure parks, water parks, skate parks, and playgrounds for the young and young at heart. It's an active city with dedicated bicycle and running tracks, world class sporting facilities, concerts and events to keep residents fit, healthy and entertained!

The Dubai economy continues to thrive and diversify, with growth set to continue well into the future. There are numerous urban and suburb communities and a booming real estate sector, so the choice of where to live is vast with properties to suit all budgets and needs. The public transport network of taxis, buses, the tram and metro continue to expand, and the considerably low cost of petrol in the region for those who wish to hire or buy a car, means residents can cost effectively move around the city and explore the neighbouring emirates and countries.

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The world's 100 leading private schools



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