

# DATA MANAGER

## JOB DESCRIPTION

### Primary Objective of Role

The Data Manager will drive a data culture forward within the school, coordinate and administer the efficient running of the School's management information systems and associated systems in order to support the School's mission and vision. They will be the primary contact for all data, regularly updating all school data and preparing data for analyses by middle and senior leaders. This role will report to the Head of IT.

### Accountability and Responsibilities

#### Safeguarding and promoting the welfare of students

- Incorporate the school's vision, mission and core values into normal working practice.
- Be responsible for safeguarding and promoting the welfare of all students at Doha College.
- Follow the reporting procedure contained in the Safeguarding and Child Protection Policy with regard to raising concerns about the welfare of any student.
- Act in accordance at all times within the school's policies and procedures.
- To have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures detailed in the College's safeguarding policy.
- Ensure that all data related to student medical needs is shared appropriately with staff members and the nursing team.

#### Main Duties

- Maintenance of the School's Management Information Systems (MIS) for the whole school, including the annual rollover process for setting up the new school year.
- Coordinate the integration and ongoing development of relevant data, processes and procedures to ensure smooth flow of data between systems and the MIS. (systems include but are not limited to; Schools Buddy, iSAMS modules such as parent portal, iFinance, HR Pro as well as the Oliver library system.)
- Act as a key liaison between relevant staff to implement the aforementioned point to ensure implementation of the data management strategy and provides consistent and accurate student and staff record in compliance with data protection guidelines.
- Develop and implement procedures for effective data management and data sharing that align with legal regulations and school policy
- Oversee and manage staff in the daily use of all data systems, providing training where required
- Line manage and provide strategic guidance for the Assessment Data Officer



- Manage all incoming and outgoing data streams

## Data Management

- Set up the registration cycles at the beginning of each academic year, ensuring the accuracy of registers.
- Undertake and manage all updates of the academic timetables for all stages, inclusive of, but not limited to Year 6 to 7 transition, option cycles and staff and student changes.
- Ensure readiness of student timetables, class registers and other related data prior to the start date of each academic year or date of admissions for students joining in the year.
- Create, manage and support the data input and record keeping of staff and student data through the provision of custom reports and fields in MIS developed for annual data updates.
- Respond to educational developments, both strategic and operational, which have implications on data management including data security and integrity.
- Work closely with all relevant staff and departments to ensure the smooth running of data systems.
- Extend and or supplement the use of MIS to serve the present and future needs of Doha College and assist with staff training and troubleshooting as required.
- Document custom databases, software and procedures.

## Data Storage and Security

- Ensure the integrity of the data stored within the MIS and associated systems and develop procedures for data archiving an annual data purge and sharing these with relevant staff members to ensure effective implementation of said procedures
- Contribute to the implementation and compliance of data protection in all references to the management information systems.
- Develop standard operating procedures and best practices with regard to ongoing maintenance and usage of all information systems, including proving written protocols and guidance to relevant stakeholders.

## Data Analysis & Reporting

- Produce data, reports and analysis for attainment and progress, behaviour and attendance and self-evaluation; developing a library of custom reports to fulfil educational and departmental requirements

## Professional Development & Training

- Attend workshops, take courses and read technology literature to acquire relevant knowledge and skills.
- Keep abreast of new technologies and research through contacts with technology companies, professional organisations, and reading of publications.
- Ensure staff are relevantly trained when entering data into assessment recording systems and act as a key point of contact for user queries on all aspects of and connected systems such as but not limited to Schools Buddy, iFinance, Parent Portal and HR Pro
- Undertake other duties of an appropriate level and nature as requested.



- Staff are expected to work flexibly to enable the effective discharge of their professional duties, including in particular planning and preparation, assessing, monitoring, recording and reporting on the learning needs, progress and achievements of assigned students.
- There will be no leave granted during the last two weeks before the academic year starts and the first two weeks of the academic year

## Safeguarding

Doha College is committed to safeguarding and promoting the welfare of children and young people. 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.

## Diversity, Equality and Inclusion (DEI)

Doha College is committed to a culture of equality, diversity 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

E-Essential, D-Desirable

### Qualifications

- Bachelor's degree in computer science, computer engineering or a similar field (E)
- Relevant qualification in ICT/business administration (E)
- G.C.S.E. grade C or above (or equivalent) in English and Maths (D)
- Evidence of recent professional development (D)

### Experience

- 3+ years' experience working in a data management or analysis environment (E)
- Experience in managing and developing data systems, such as iSAMS (E)
- Experience in producing accurate data for reporting and assessment (D)
- Experience in forming and maintaining relationships, Information gathering and analysis (D)

### Skills, Knowledge and Abilities

- Excellent ICT skills (E)
- Ability to work to deadlines (E)



- Ability to focus on detail and accuracy when compiling reports. (D)
- Advance knowledge of Microsoft Excel (D)
- Excellent communication skills (D)
- Excellent organisational and planning skills including the ability to be flexible in order to achieve targets (E)
- Ability to form good working relationships with colleagues and external clients (D)
- Enthusiastic, innovative and forward-looking (D)

