

Data Manager Job Description

Department: Administration

Direct Reporting Line: Head of School Improvement

Job Purpose:

- The main purpose of this role is to collect, produce and report on all school data. In addition, to manage school applications and all examinations processes in the school.

Key Relationships (Internal and External):

- Principal, Students, Teachers, Admissions Manager, and Head of School Improvement, where applicable
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Key Accountabilities:

- Undertake all examinations entries in school
- Communicate with teachers with regards to student entry
- Communicate with students with regard entry/timetable of exams
- Responsible for organising and running all exams (in liaison with staff)
- Produce the Invigilation/Proctor timetable (In liaison with staff)
- Administration of 'On Line' services from Exam Boards
- Administration of school 'base line testing' – CAT/MAP/ISA
- Administration of TIMMS and PIRLS and/or PISA testing
- Assist with analysis of all external examination results
- Assist with production of whole school and department data for analysis
- Assist with production of Internal school data for analysis
- Assist with production of data for school SEF – DSIB/Ithica/CIS/BSO
- Monitor trends and anomalies within the school
- Responsible for statistical reporting on 'base line' testing/TIMMS and PIRLS/PISA data
- Support the Principal and SLT with appropriate and accurate data for various reports to Taaleem Central Office, KHDA etc.
- Produce relevant data for school report cards
- Manage and maintain the School Information System (iSAMS)
- Manage and maintain the school assessment and tracking systems (iTRACK, Go4Schools, Managebac)
- Manage and maintain other supporting school applications as appropriate
- Prepare and manage academic year start and end processes
- Co-ordinate the integration and ongoing development of relevant data, processes and procedures into the school's existing information management infrastructure
- Assist the setup and maintenance of the School Timetable in iSAMS
- Setup and maintain new iSAMS modules
- Setup and manage user accounts and permissions
- Monitor user access and security
- Provide support to system users for general tasks
- Import Assessment data (e.g. CAT4, GL Progress Test and internal assessment data)

- Liaise with the IT Department regarding all technical aspects of the applications in school e.g. implementation of new systems and/or modules, upgrades, maintaining users and accounts, troubleshooting issues.
 - Develop standard operating procedures and best practices with regard to ongoing maintenance and usage of the ISAMS, including providing written protocols and guidance to relevant stakeholders.
 - Provide feedback on integrations between systems.
 - Provide training and support as needed to various stakeholder groups in the use of the system, including in-service training for new teachers
 - Support other IT related activity as necessary
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Person Specification:

Education: Hold a Bachelor Degree in data analysis, statistics or other related disciplines

Experience: 3 years' experience working in a data administration environment such as a school, College or University or a related business environment dealing with data and statistics

Competencies:

- Efficient in IT (Excel spreadsheets etc.) to support all the data needs of the school
- Ability to explain and understand data trends to employees
- Ability to use data to support the school in its development
- Exhibit exemplary written/ spoken English (Arabic is an advantage)
- Demonstrate competence in computer technical skills using Word, Excel, Publisher, PowerPoint and other related programs/ software for educational and business office use
- Hold excellent organisational and interpersonal skills to aide in daily contact with a diverse multi-cultural population
- Ability to multi-task and work creatively, independently and under pressure

Attributes:

- Team player
 - Ability to work under pressure
 - Flexible and has initiative
 - Excellent IT and Communication skills
 - Highly organized and methodical in processing information relevant to examination
 - Proactive in the preparation of data for key times in the calendar
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Acceptance and Approvals

Confirmed by Employee:

Signed:

Date:

Reviewed by Line Manager:

Signed:

Date: