

JOB DESCRIPTION: DATA MANAGER

Job Title:	DATA MANAGER	Department:	WHOLE SCHOOL
Reports to:	DEPUTY HEAD OF SECONDARY	Direct Reports:	NA

Job Scope

Responsible for the strategic management, integrity and development of the school's Management Information System (iSAMS) and associated data platforms. The Data Manager ensures that student, staff, curriculum, assessment, attendance and operational data is accurate, secure and accessible to support high-quality teaching, learning and decision-making. The role leads on reporting, statutory returns, system development and data analysis, ensuring that school leaders have timely and meaningful information to drive school improvement.

EC/ISP Principles

Begin with children and students. Our children and students are at the heart of what we do. Simply, their success is our success. Wellbeing and safety are both essential for learners and learning. Therefore, we are consistent in identifying potential safeguarding issues and acting and following up on all concerns appropriately.

Treat everyone with care and respect. We look after one another, embrace similarities and differences and promote the wellbeing of self and others.

Operate effectively. We focus relentlessly on the things that are most important and will make the most difference. We apply school policies and procedures and embody the shared ideas of our community.

Learn continuously. Getting better is what drives us. We positively engage with personal and professional development and school improvement.

Main Duties & Responsibilities

This is not an exhaustive list of all duties and responsibilities.

	• Lead the day-to-day administration, maintenance and development of iSAMS across the whole school. • Manage the accuracy and integrity of all student, staff, curriculum, attendance, timetable and assessment data. • Configure and maintain iSAMS modules, including Admissions, Registration, Timetable, Assessment, Rewards & Conduct, Medical, Reports and Parent Portal. • Manage data imports, exports and system integrations between iSAMS and third-party platforms (Google Workspace, SOCS, SchoolsBuddy, GL Assessments, exam boards and other educational software where applicable). • Produce regular dashboards and reports for SLT, Heads of School and Heads of Department. • Develop automated reports that reduce administrative workload and improve access to live data. • Support academic tracking through the management of assessment cycles, report publishing and analysis of attainment, progress and predicted outcomes. • Manage attendance reporting and provide timely analysis to support safeguarding, pastoral intervention and KHDA requirements. • Coordinate annual rollover processes, student promotions, timetable imports and academic year setup. • Support admissions, enrolment, withdrawals and leavers, ensuring records remain accurate throughout the student lifecycle. • Prepare and submit statutory returns and regulatory data required by KHDA, ISP and other external agencies. • Work closely with examinations staff to ensure candidate information, examination entries and results data are accurate. • Ensure GDPR/UAE Data Protection compliance, maintaining secure access permissions and appropriate data governance. • Deliver training and ongoing support for staff in the effective use of iSAMS and reporting tools. • Create clear documentation, user guides and standard operating procedures. • Identify opportunities to improve systems, automate manual processes and increase operational efficiency. • Act as the school's technical lead for data management, liaising with iSAMS support and external providers to resolve issues and implement new functionality. • Support inspections by preparing evidence, reports and data requested by inspectors and senior leaders. Other duties and responsibilities: • Any other duties as assigned by the Line Manager and/or Principal
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Person Specification	
Qualifications and related Experience	• Degree or equivalent professional qualification. • At least three years' experience in school data management. • Significant experience using iSAMS as a Management Information System. • Advanced Microsoft Excel skills. • Experience producing reports and analysing educational data. • Experience managing confidential information.

Competencies: Skills & Abilities	• Is honest, even when this is uncomfortable. • Has integrity, even when this is difficult. • Is transparent, consistent and fair. • Can be flexible when the situation demands. • Is reflective, always seeking to improve. • Always assumes positive intent. • Is incredibly hard working, even if it means going above and beyond. • Is a team player and can share the load at peak times. • Is a lifelong learner - engaged in their own professional development • Takes feedback well, always seeking this as helpful feedback to improve. • Is a strategic thinker - is able to see the bigger picture. • Is systems oriented. • Pays attention to detail - has high standards. • Has impact - can follow things through to an outcome. • Is proactive at identifying issues before they arise and suggesting solutions. • Can propose solutions that are suitable for all key stages - solves rather than narrates problems. • Is thorough in all that they do. • Has a sense of humor.
Competencies: Knowledge	• High standard of both written and verbal communication • Excellent time management and organisation • Ability to work quickly, effectively and calmly whilst maintaining compliance with statutory regulations and meeting deadlines • Highly analytical and evidence driven. • Comfortable working with large datasets. • Passionate about improving systems and processes. • Naturally curious and proactive in identifying opportunities for automation. • Able to balance strategic thinking with meticulous attention to detail. • Committed to delivering an excellent service to students, parents and staff. • Calm under pressure during peak operational periods such as enrolment, reporting cycles and examinations.

Leadership Competencies	
Leadership:	Collaboration - Takes an active part in leading their school or region; is cooperative and a genuine team player, developing positive, supportive relationships with colleagues to solve problems and maximize opportunities.
	Learning & Getting Better - Continually demonstrates personal commitment and passion for learning and getting better using evidence and feedback; supporting others in their continual learning, development and growth.
	Leading & Inspiring Others - Supports, encourages and inspires students, colleagues and teams so that they give their best.
	Understanding People - Is a very good judge of talent, can objectively articulate the strengths and motivations of people inside or outside the organization.

	Influencing & Communication - Consistently informs, influences and inspires students, parents and colleagues through timely and effective communication.
Strategy & Innovation:	Innovation Leadership - Is good at creating an environment where ideas for learning initiatives and services are generated and is able to motivate and inspire others through the process of creation through to completion.
	Agile - Responds and adapts to changing circumstances; manages and solves problems by providing solutions in a climate of ambiguity.
	Strategic, Commercial & Financial Awareness - Has the ability to apply understanding of the business and sector to improve effectiveness and profitability.
Delivering Results:	Outcome Driven - Can be counted on to find solutions. Is consistently looking to exceed goals and is focused on KPIs.
	Resilience - Can deal with setbacks and challenges calmly and effectively.
	Planning & Decision Making - Makes decisions on the best course of action and then plans, organizes, prioritizes and balances resources to achieve the desired outcome.
Community Focus:	Community Focus - Is committed to meeting and exceeding the needs and expectations of our students and their families.
Integrity & Ethics:	Integrity & Ethical Management - Has the ability to work ethically and with integrity; helping others to feel valued; puts the wellbeing of students and colleagues first and upholds and models our vision, purpose and principles.
	Diversity & Equality - Has the sensitivity, awareness and skills to understand the values, behaviors, attitudes and practices across cultures that supports all children and adults to learn and work effectively.

Safeguarding Statement

The English College and ISP are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All post holders are subject to appropriate vetting procedures and satisfactory Criminal Background Checks or equivalent covering the previous 10 years employment history.

ISP is committed to strengthening our inclusive culture by identifying, hiring, developing, and retaining high-performing teammates regardless of gender, ethnicity, age, disability status, neurodivergence, socio-economic background or other demographic characteristics. Candidates who share our vision and principles and are interested in contributing to the success of ISP through this role are strongly encouraged to apply.

Review & Declaration

This job description is subject to review by WSLT, in collaboration with the post holder to ensure that it is kept up to date and relevant. Any changes will be implemented after consultation with the post holder.

Employee Name:

Date:

Signature: