

Role Profile			
Role	Data Manager	School	United International School
Direct Reports	None	Reporting To	Head of Operations
Internal and External Interactions	Executive Principal, Head of Operations, Head of Marketing & Admissions, MOE&HE, school staff and Orbital Education.		
Role Purpose			
<p>The school Data Manager acts as lead for the implementation, maintenance and effective use of Information and Data Management Systems, ensuring that these systems are accessible, reliable and effective in supporting the aims of the school.</p> <p>They provide advice and guidance around the development and management of the school's information data management systems, advising the Senior Leadership Team (SLT) on all aspects of development and implementation to obtain efficiency and accessibility.</p>			
i) Key Accountabilities			
<p>This Role Profile sets out the core priorities and scope of the role, although is not intended to detail all specific duties.</p> <p>Main Responsibilities</p> <ul style="list-style-type: none"> To be responsible for the maintenance of the school's Management Information System (MIS) and other software products ensuring that whole school data is accurate, up to date and that robust procedures are in place and processing and analysing the data to support the effective operation of the school. To be responsible for the creation and maintenance of appropriate data collection structures and data processing for staff. To take a lead in the development of appropriate data analysis reports, data profiles and other sources of information on performance for the school. To coordinate and oversee the gathering of relevant data and analysis for school improvement, quality assurance and inspection purposes. To be responsible for the school's internal and external examination systems working along the Senior Leadership Team (SLT) to ensure that robust and efficient systems are in place. Manage the assessment process from beginning to end for all years, which involves creating electrical marksheets to record assessments from teachers, advising them of timescales and deadlines. To use Excel and formulas to help further analyse data for the SLT and subject leaders/ Heads of Department and Heads of Year. Manage the report process from beginning to end for all years, which includes exporting data and re-structuring this in Excel. To advise on technical aspects of the MIS so that the school can track and monitor the progress of individual and cohorts of students effectively. To respond in a timely and efficient way to ministry/ ies, RHoS, School Board and Head Office requests for information To develop, implement and monitor a system for record keeping using software packages which are accessible to teaching staff. To ensure the school system enables sets of data for individual students to be matched at different key stages and to store personal information. To ensure data, in accordance with the Qatari Data Protection Act is fairly and lawfully processed, processed for limited purposes, adequate, relevant and not excessive, accurately stored by limited timescale, processed in accordance with the data subject's rights, secure and not transferred without adequate protection. To complete and support on all census/statistical returns, regarding student information. 			

- To ensure with the appointed member of the SLT that student reports are collected, collated and issued in line with the reporting calendar.
- To carry out any other reasonable duties at the request and discretion of the Executive Principal.
- Prepare presentations and reports as needed.

Responsibility for promoting and safeguarding the welfare of children and young people for whom you are responsible, or with whom you come into contact in the school. It is your responsibility to adhere to and ensure compliance with the school's Safeguarding Policy at all times. If at any time you identify any instance that a child or young person is at risk you must report your concerns immediately to the Designated Safeguarding Lead or the Executive Principal.

United School International School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The post holder is expected to actively contribute towards the school and involve themselves in the life of the school at all levels. This includes, although is not limited to, attending all school functions.

The post holder is also expected to carry out any other duties as reasonably requested or required by the Executive Principal to ensure the effective running of the school.

ii) General Activities and Requirements

- Work effectively as part of the Administration / Office team providing support where required.
- Liaise with staff, students and parents.
- Assist with school mailings.
- Attend insets and staff meetings as required.
- Ensure that output and quality of work is of a high standard and complies with current legislation / standards.

Person Specification

Skills, Knowledge, and Experience

Experience and Skills

- Knowledge and experience of data management systems.
- Strong communications skills both written and verbal.
- Knowledge of the Qatar MOE&HE systems and processes.
- The ability to use statistics and database management.
- A high degree of computer literacy.
- Good organisational skills and the ability to prioritise and manage tasks.
- An eye for details and accuracy.

Personal Attributes

- Fluent English speaker.
- A professional manner and appearance.
- Friendly, warm personality.
- Good organisational skills and the ability to prioritise and manage tasks.
- Self-motivated, with a positive, professional attitude.
- Calm under pressure.
- The ability to deal with a variety of people and situations (both personally and on the telephone and through electronic communication).

Applicants should have appropriate qualifications and a minimum of two years' experience in Qatar.

Competencies

- **Results Orientated:** Ensures all activities undertaken have some clear objectives and demonstrable outcomes and these are achieved.
- **Strong Communicator:** Excellent communication and interpersonal skills, both verbal and written, which aid promote engagement and actively promote the school.
- **Ability to Plan:** Long, medium and short term to assess results and ensure good completion rates.
- **Analytical, creative and flexible:** A problem solver with strong decision-making skills and critical thinking, but with the ability to adapt and change where required.
- **Accountable:** Takes ownership and responsibility for decisions and sets standards to act as a role model
- **Team Worker:** Ability to work as a strong team leader and team member as required.
- **Resilient:** Demonstrates resilience to respond to challenge.