

## DATA & ASSESSMENT MANAGER JOB DESCRIPTION

<b>LOCATION</b>	Compass International School, Doha
<b>JOB PURPOSE</b>	To create and maintain systems to store / analyse data, ensuring efficient day to day running of the school and supporting teaching and learning.
<b>REPORTING TO</b>	Executive Principal
<b>OTHER KEY RELATIONSHIP</b>	SLTs, Middle Leaders, Teachers

KEY RESULT AREA	MEASUREMENT OF PERFORMANCE
<b>Key Responsibilities</b>	
<ul style="list-style-type: none"> <li>▪ Develop and implement procedures for effective data management</li> <li>▪ Oversee and manage staff members in the daily use of data systems, including training</li> <li>▪ Regularly monitor and evaluate information and data systems</li> <li>▪ Continually develop data management strategies</li> <li>▪ Assist with recognising and upholding digital security systems to protect delicate information</li> <li>▪ Ensure timely delivery of detailed and professional academic reports to parents</li> </ul>	
<b>Professional and Personal Development</b>	
<ul style="list-style-type: none"> <li>▪ Continual development through the identification and implementation of your own Personal Development Plan</li> <li>▪ Development Plan to include:               <ul style="list-style-type: none"> <li>- Continually striving to improve performance;</li> <li>- Setting and working towards targets with your line manager linked to the school development plan;</li> <li>- Participating in learning walks and observations and coaching as appropriate.</li> </ul> </li> </ul>	
<b>PERSONAL SPECIFICATIONS – Skills Knowledge and Experience</b>	
<ul style="list-style-type: none"> <li>▪ Bachelor’s degree or equivalent</li> <li>▪ Relevant qualification in ICT/business administration</li> </ul>	Essential Essential
<ul style="list-style-type: none"> <li>▪ An analytical mindset with superb communication and problem-solving skills. You will be working across the full range of school staff. Admin / Teaching / Leadership</li> <li>▪ Ability to translate complex problems clearly and in nontechnical terms. You will need to design solutions to problems; often at very short notice, sometimes within timescales dictated by local government ministries.</li> </ul>	

<ul style="list-style-type: none"> <li>▪ Remain calm under pressure</li> <li>▪ Able to organise and create systems to store / analyse company data, both academic progress and other (registration etc.)</li> <li>▪ Excellent time management</li> <li>▪ Ability to decipher and organize large amounts of data</li> </ul>	
<ul style="list-style-type: none"> <li>▪ Experience of PHP / Javascript programming languages, including AJAX call backs</li> <li>▪ MySQL Database design / administration</li> <li>▪ Knowledge of iSAMS MIS and SSRS reporting</li> </ul>	

### Personal Attributes

- High levels of personal integrity
- Conscientious and able to focus on completing work to a consistently high standard
- Flexible and positive approach to work
- Excellent organisational and time-management skills; high attention to detail
- Ability to work to tight deadlines and able to prompt others to ensure deadlines are achieved
- Adaptable to working in a fast paced ever changing environment
- Ability to work under pressure and remain calm
- Proactive and willingness to take on multiple tasks
- Self-motivated and enthusiastic
- Ability to work independently
- Must be a team player, willing to help and be flexible
- Continually strive for improvement

### Other

- Hold a current Enhanced Criminal Records Bureau Disclosure or equivalent for countries lived in outside of the UK.
- Compliance with visa requirements for working in Qatar.
- A commitment to safeguarding and promoting the welfare of all pupils. And the willingness to undertake appropriate child protection training when required

## PHILOSOPHY AND VALUES

### **We are ambitious for our students, our people and our family of schools. We believe that:**

- There is no limit to what every person can achieve.
- Creativity and challenge help us get better every day.
- Learning should be personalised.
- Unique global opportunities enhance the learning experience.

### **The NAE Commitment**

At Nord Anglia Education, we work every day to inspire our schools, our students and our employees to be the best they can be, and we are ambitious for them all to achieve more than they thought possible in their personal, social and academic endeavours. Within our family of schools, this aspiration is underpinned by a commitment to always act with **respect, integrity, openness, courage and ambition**. These qualities are the foundation of how we approach our work and roles within NAE and are shared by everyone in our global family.

### **Promote and embodies *The CORE 7 Leadership Capabilities:***

- **Accountable** – Establishes a high performing culture and accepts accountability for organisational performance.
- **Strategic** – Leads opportunity and is committed to continuous improvement aligned with the organisational vision and direction
- **Collaborative** – Works collaboratively with others to achieve organisational outcomes
- **Entrepreneurial** – Creates organisational value for diverse stakeholders and achieves commercial success
- **Enabling** – Drives excellence through valuing and developing others
- **Agile** – Achieves personal and organisational success within a changing, dynamic and complex environment
- **Resilient** – Demonstrates personal resilience within a demanding environment of high expectations

- Role-model the 'Be Ambitious' philosophy each day
- Feedback as a valued member of the team and the wider organisation