



KENT COLLEGE
DUBAI

Job Description: Management Information System (MIS) Officer

Line Manager: School Principal

The post holder will report directly to the Principal for public examination purposes but work closely with all the Senior Leadership Team (SLT), particularly the Deputy Head of Senior School KS4/KS5 to establish and maintain effective academic systems at Kent College Dubai.

Purpose of the MIS Officer Role

- To work as part of the MIS team contributing to the development and implementation of strategic and operational plans, projects and objectives.
- Provide strategic frontline support to Kent College Dubai in respect of System Software (iSAMs), and work with Aldar Education to develop group wide practice in information management. They will be expected to promote the ethos and values of the Aldar Education within the school.
- To lead and be responsible for the maintenance, collating and reporting on data relating to pupils across the school.
- Oversee all arrangements for all in-school assessments and provide professional leadership and management for the department to ensure high quality teaching of the relevant subject, effective use of resources and improved standards of achievement for pupils

Functional Links

The MIS Officer will work with the school operations team and will work closely with the School Leadership Team, Curriculum and Support Staff, Admissions and Finance Teams.

Reporting Relationships

Reporting to the Head of Operations and Support Services

DUTIES AND RESPONSIBILITIES: -

- To provide strategic and operational support to the school and Aldar Education with iSAMs and MIS end user support.
- To lead within the school and support the wider group with configuration and set up of iSAMs software and other Software Applications (e.g. PowerBI) where applicable.
- Manage software contracts and licenses for MIS within the school.
- To be an expert in information returns and provide technical advice to school and Aldar Education business administrators.
- To ensure all data fields have a gatekeeper and quality processes that enable accurate and up to date information to be maintained.
- To ensure the schools report production is in line with KHDA and other regulatory requirements of the school's pupil related information.
- Maintain confidentiality at all times in line with GDPR.
- To be the main point of contact for School MIS queries and run training on a group and individual basis for school staff on the MIS.
- To implement, review and improve data processes to support school staff in delivering their roles.
- Drive a holistic approach to MIS support and improve administrative efficiencies.



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- To take the lead on quality processes for operational services, in particular around data collections.
- To lead and be responsible for the production and analysis of SLT report data and to ensure its accuracy.
- To input timetable data and ensure timetables for staff and pupils remain up to date.
- Use the school MIS (iSAMS) to compile and generate interim and end of term reports.
- Use the school MIS to manage lesson cover as necessary.
- To undertake any other duties commensurate with the post.

Key Responsibilities

- Be proficient in all aspects of the use of iSAMS and have the ability to learn other pupil software as appropriate.
- Ensure all staff are trained in the use of School software packages as appropriate.
- Ensure Permissions given to staff in the use of the applications are compliant with GDPR.
- Develop systems to create complex reports and end data analysis.
- Ensure Robust processes are in place for quality data management.
- Embrace and encourage the ethos and standards of excellence of Kent College Dubai.
- Oversee all arrangements for all public examination entries e.g. iGCSE and equivalent, Vocational subjects including BTEC and AS and A2 examinations for Sixth Form students.
- Work with the finance department to organize the collection of registration and examination fees; organizing, invoicing and ensuring money collected is credited to the relevant account, in liaison with the Finance Officer.
- Ensure all examination papers and stationery is delivered safely to the school, being responsible for their strict security and ensuring completed papers are dispatched promptly and appropriately.
- Be responsible for arrangements for the conduct of existing and new examinations including the provision of accommodation.
- Co-ordinate the team of invigilators, with the support of the Lead Invigilators, including recruitment, training, management and deployment of invigilation staff.
- Make appropriate timetabling and room arrangements for the above and ensuring proper examination invigilation of the examinations is put in place.
- Ensure that all examinations start and finish appropriately in line with examination board regulations including the conduct of any on-line examinations.
- Ensure that pupils are given all the necessary relevant information about examination entries, the dates and times of the examinations, conduct during examinations and the collection of results and certificates and that this information is given in good time.
- Ensure that all necessary stationery and materials and other requirements are provided for examinations.
- Deal with issues relating to appeals, grade reviews, re-marking, return of scripts, complaints and other administrative issues such as pupils who miss examinations through illness or who require special consideration.
- Deal with enquiries from parents and students, including former students and arrange parent/teacher meetings, curriculum information, and pupil and parent handbooks.
- Receive examination results, certificates, and making arrangements for their issue.
- Keep up to date with the necessary policies, procedures, rules and regulations laid down by the different examination bodies.



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- Liaise with Heads of Year and Departments to ensure appropriate timetabling and invigilation arrangements are in place for the school's internal examinations.
- Analyze data arising assessments, questionnaires and surveys, which the school may carry out from time to time, and responding appropriately.
- Liaising with the Inclusion department to identify pupils with special needs and dealing with associated applications for special considerations and access arrangements. Put in place the arrangements for the candidates concerned.
- Participate in appropriate CPD with the agreement of your Line Manager.
- Undertake any other reasonable related duties and responsibilities of an equivalent nature, as may be determined by the post holder's supervisor from time to time, in consultation with the post holder. Attend such courses as are necessary for the performance of his/her duties.
- Liaise with line manager to maintain and revise when appropriate the Examinations Policy and associated policies.
- Responsible for the distribution of results and certificates, checking accuracy of personal details and grades issued.
- Administer all CAT4, Base and PT data, manage and disseminate the data to staff and provide support in the interpretation and use of this data.
- Support the Admissions Department in carrying out entrance examinations for other schools.
- The post holder must be willing to work flexible hours, where the tasks require additional commitment to meet expectations or deadlines.

OTHER INFORMATION

- To demonstrate a commitment to the safeguarding of children and vulnerable adults.
- To promote Equality and Diversity in all contacts.
- To carry out other such similar duties that may be reasonably required by the Principal and Head of Operations and Support Services.

This job description reflects the current situation. It may be altered in details and emphasis in the light of changes, service needs or function. Any changes will be fully discussed with the post holder.



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Person Specification

Qualities	Essential	Desirable
Educational Attainment	Degree or HE educated	Diploma or other qualification in management and/or education
Knowledge & Experience		
Knowledge of:	Role of academic and exams management in the smooth operation of a school	<ul style="list-style-type: none"> ● KHDA and MoE requirements for public examinations ● CEM Centre or other baseline tests ● Exams administration and the requirements of awarding bodies
Experience in:	<ul style="list-style-type: none"> ● School data entry and computer recording systems ● School academic routines and systems ● Understanding of Tracking Systems 	<ul style="list-style-type: none"> ● Prior experience in school admin support roles and/or classroom teaching and/or school middle management ● Isams usage ● Exams invigilation procedures
Skills & Special attributes	<ul style="list-style-type: none"> ● Highly literate and numerate ● Excellent communication skills – Verbal and written. ● Solution minded approach ● Highly organised with proven ability to work with a high degree of accuracy ● Able to work as a proactive member of a team ● Ability to use initiative with a high degree of self-management 	

Line Management

The post holder reports to the School Principal and will have close working relationships with the Deputy Head of Senior School KS4/KS5 and the Assistant Head of Innovation & IT.

They will work closely with Heads of Department and Heads of School.