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# NCBIS

SINCE 1978 NEW CAIRO BRITISH INTERNATIONAL SCHOOL



## Job Description: Primary Attendance and Academic Data Manager

<b>Job Title:</b>	Attendance and Academic Data Manager (Primary School)
<b>Job Purpose:</b>	<p>The Attendance and Academic Data Manager is responsible for the overall consistency, accuracy, integrity and security of academic (including pastoral) data.</p> <p>The Attendance and Academic Data Manager is responsible for supporting the attendance and welfare of students in primary.</p>
<b>Reporting to:</b>	<b>Head of Primary</b>
<b>Qualifications and experience:</b> (For further information refer to the person specification)	<p>Bachelor's Degree.</p> <p>Minimum Three years of experience using a Management Information System (MIS) system (preferably one linked to a school).</p> <p>Excellent proficiency in English (written and spoken).</p> <p>Have advanced excel skills.</p> <p>Have the ability to present information in a clear and understandable format.</p>
<b>MAIN (CORE) DUTIES</b>	<p><u>Responsibilities</u></p> <p><b>Developing the schools' use of its data (Engage) to provide intelligence that enables focused school improvement</b></p> <ul style="list-style-type: none"> <li>• To work alongside the school IT Director in ensuring updates to Engage are planned and implemented correctly and without risk of data integrity being jeopardized.</li> <li>• To manage the statutory and school based collection of data to deadlines, and prepare electronic and paper based reports for staff, pupils, parents and outside agencies.</li> </ul>



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- Prepare and update electronic mark sheets for collecting assessment data in line with the school assessment cycle and as and when required.
- Create and print interim assessment point reports for parents as part of the school assessment cycle and as required.
- Work with staff and the Primary Deputy Head (Academic) to develop staff use and understanding of reports to inform intervention both at subject, year and class teacher level.
- Ensure assessment point data is taken from Engage and is imported into additional computer packages or Excel
- Support staff in the effective use of GL assessments and CATs exams and data to inform target setting and setting of students.
- Create tracking sheets for a number of stakeholders that show the varying progress of students across the school at student, department and school level.
- Support with the monitoring and updating of sheets that track key students.
- Working with the Head of Inclusion Learning to ensure the Inclusion Register is updated and reconciled with Engage.
- Ensuring that the school meets the data protection (like GDPR) requirements.
- Working with staff at all levels and governors of the school to monitor and report on school performance using accurate and relevant data held within the MIS.
- Managing the tracking of data directed by leadership and working with a range of staff to develop the most effective use of ICT based tool to record and report on a range of data sets (including academic and pastoral data).
- Support the central recording of student assessments and target-setting Work with the Senior Leader responsible for Timetable and Curriculum to set up and maintain.
- The school timetable and manage in year changes.



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- Update student timetables, as required, during the academic year and provide individual student timetables, as required.
- Work with staff to oversee attendance processes.
- Fulfill a role as part of student welfare and link closely with in school support to enhance student welfare.
- Monitor attendance daily.
- Track attendance of students.
- Communicate with parents and families to support attendance of students.
- Manage the organisation and coordination of assemblies and whole school photographs.
- Support the presentation, organisation and production of the annual school yearbook.
- Assist with the establishment and administration of Parent Representative groups, including attending meetings and supporting associated administration.
- Support the House Coordinator with administrative and organisational tasks when required.
- Support the management and tracking of student certificates and rewards.
- Analyse and present daily, weekly and termly behaviour data to support school improvement and student welfare.
- Download, manage and distribute GL assessment data to relevant stakeholders and support leaders with the analysis and interpretation of this data.
- Analyse attendance data and provide reports and trends to relevant leaders to support attendance improvement strategies.
- Manage and maintain staff duty rotas once established by the Deputy Head (Pastoral).



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**Additional Duties:**

- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
- Employees will be expected to comply with any reasonable request from the Principal, EBM (Executive Business Manager), or member of ACLT (Academic Leadership Team) to undertake work of a similar level that is not specified in this job description.
- On occasions, supporting the Primary Deputy Head (Academic) & (Pastoral) with administrative tasks such as updating meetings and calendar items, much like an administration support assistant.

**This job description is current at the date shown but, in consultation with you, maybe changed by the ACLT to reflect or anticipate changes in the job commensurate with the grade and job title.**



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## Person Specification: Primary Attendance and Academic Data Manager

Need	Required	Desirable
To hold a Bachelor's degree	✓	
To have a minimum of 3 years experience working with Management Information Systems (MIS), preferably in a school setting.		✓
Previous experience of working in an International School		✓
Excellent Excel skills		✓
Excellent English proficiency in speaking and written communication.	✓	
To be able to meet deadlines and work proactively.	✓	
Ability to work independently and without immediate supervision.	✓	
Ability to prioritise: managing a wide range of tasks; especially at crucial times such as reporting to parents.	✓	
To be willing to undertake regular continued professional development.	✓	
Must be highly organised and have good attention to detail.	✓	
To be able to support a positive culture with colleagues and be a team player	✓	

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