

Management Information System Administrator Jobs In Abu Dhabi | Amity Education Middle East

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Amity International School is a not-for-profit British curriculum school located near the Raha Beach area of Abu Dhabi. The school accepts students from FS1 to Year 13, with 1500 students from 80 nationalities. The school is a part of Amity Education Group which has over 100 educational establishments worldwide.

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Responsibilities Regularly review systems in place to ensure they are efficient and still relevant to the school's needs by maximizing use of the iSAMS system

Generate reports as required by staff from MIS and other systems

Set up internal and external users on systems ensuring the relevant level of access is given

Provide training and support to all users of the school systems (including staff, students and parents)

Create training materials, where appropriate, to support staff in the use of iSAMS

Overall responsibility for assurance of data quality within the systems

Provide any other general administrative services reasonably requested by the line manager

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Requirements Experience of working with a broad range of iSAMS functionality

Update, manage and develop school's brand new Management Information System, iSAMS and other systems used within the school

Manage iSAMS information on timetable, registration and class lists to ensure the smooth day to day running of the school day

Support the senior leadership team in the administration and publication of school reports to parents via iSAMS

Work alongside the Systems Administrator Manager to improve data management processes within the school to respond to changing internal and external priorities

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