

## Job Description:

Position	MIS and Data Analyst
Line manager	Head of Information Technology
Collaborates with	IT Staff, Academic Staff, Non-Academic Staff and Students
Dated	August 2023

### 1. Aims of the Role

We are looking for a highly qualified and experienced MIS and Data Analyst who possesses the necessary skills and qualities to oversee the school's daily data operations. The ideal candidate should have a proven track record in managing diverse data systems, with a strong focus on efficiently organising, storing and analysing data while ensuring data security, integrity, confidentiality, PDPR, and Data Protection compliance. This role reports directly to the Head of Information Technology and requires the ability to work independently at a high standard to maintain an up-to-date and accessible database for all staff, parents, and students.

An exceptional data analyst will demonstrate proficiency in managing data flow across all school processes, encompassing core information, academic reports, and transcripts. The ideal candidate will have a good understanding of SQL, Microsoft Visual Studio and SSRS reporting services.

### 2. Duties and Responsibilities

#### a. MIS Administration:

- Manage and maintain the school MIS systems (iSAMS), ensuring data integrity and system functionality.
- Provide user support, troubleshoot issues, and ensure data access and security.
- Collaborate with IT teams to implement system upgrades, patches, and enhancements.
- Setting up each academic year on MIS (iSAMS). This includes running the annual rollover, setting up the modules, Managing teaching sets, Reporting Cycles, Grade books, timetables (Import) etc.

- Providing advice to Staff, Parents and Students and dealing with any MIS (iSAMS) related problems logged on to the IT Helpdesk.
- Ensure that the data structures are adequate to the task, including the integrity, consistency, and coherence of the data themselves; keep the data as up to date as possible; work with the Head of IT to maximise the user experience of MIS; provide direct support to Key MIS stakeholders.

**b. Data Analysis:**

- Collect and compile data from various sources, including databases, spreadsheets, and external data providers.
- Clean, validate, and preprocess data to ensure accuracy and consistency.
- Keep records of data transformations, cleansing, and analysis procedures.
- Ensure data accuracy and completeness to support decision-making.
- Perform in-depth data analysis to identify trends, patterns, and insights.
- Generate meaningful reports, charts, and dashboards to communicate findings to stakeholders.
- Develop and maintain data analysis tools and templates.
- Utilise data visualisation tools such as Power BI to enhance data presentation and insights.

**c. Reporting and Visualisation:**

- Generate routine and ad-hoc reports for various departments and management using the custom reporting tool.
- Create and generate database reports as and when required both the in-built reports for both academic and non-academic and using the Microsoft Visual Studio to create custom reports using SSRS.
- Managing and running the pupil tracking and reporting systems as advised by SLT and HODs at various points during the school academic year. This includes publishing reports on portals.
- Ensure academic reports and transcripts are published to parents and students in a timely manner.
- Design and maintain interactive dashboards for real-time monitoring of key performance indicators.

**d. Collaboration:**

- Provide Application support related to academic and non-academic.
- Design and implementation of automated integrations between iSAMS and other IT systems.
- Conduct application specific training for teaching and non-teaching staff.

**e. Working with the following environments/software:**

- Microsoft platforms – Teams, Power Apps, SharePoint
- Advanced level of Excel
- iSAMS (MIS System)
- SOCS (ECA System)
- Seesaw
- Data Trackers
- Microsoft Visual Studio – SSRS
- BI Tools – PowerBi
- SQL Language

**3. Requirements:**

- Bachelor's degree in a relevant field either in Computer Science, Information Systems, or Statistics
- Proven experience in data analysis, MIS administration, or a related role.
- Proficiency in data analysis tools (e.g., Excel, SQL) and data visualisation tools such as Power BI.
- Strong analytical and problem-solving skills.
- Excellent attention to detail and data accuracy.
- Knowledge of data governance and data quality best practices.
- Familiarity with database management systems (e.g., SQL Server).
- Fluency in written and spoken English.
- Ability to work independently and manage multiple tasks simultaneously.
- Good interpersonal skills in dealing with staff, students, and parents.



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#### **4. Safeguarding and Legal**

Please note the College's positions are subject to an enhanced Criminal Records Bureau. The College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Wellington College International Bangkok is also committed to equality and diversity. Candidates should be aware that all posts in the College involve a degree of responsibility for safeguarding students.

#### **5. Application**

If you are interested in the position, please send together with a letter of introduction and an up-to-date CV, including the names and contact details of three referees, should be sent to [recruitment@wellingtoncollege.ac.th](mailto:recruitment@wellingtoncollege.ac.th)