



CHARTERHOUSE
LAGOS



Data and MIS Manager



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This is an exciting opportunity for a talented and hard-working individual with a desire to work in an environment that strives for excellence in all it does.

We are seeking a team player to lead the management and administration of our key information systems and databases, including our School Data Management System (iSAMS), Student Portal and Parent Portal.

Job Title: Data and MIS Manager
Reporting to: Director of Teacher Training and Professional Development
/ Chief Operating Officer
Collaboration: All Staff

Charterhouse Lagos is committed to safeguarding and promoting the welfare of all our students and expects all applicants to share this commitment. We follow safer recruitment practices which are aligned with recommendations from the International Task Force on Child Protection. We aspire to the highest international standards of recruiting practices with specific attention to child protection. All appointments are subject to interviews, identity checks, criminal record checks, social media checks and successful references.



Job Summary

The role will work across the school functions to ensure the effective and efficient operation of iSAMS, and other systems, including business analysis, maintenance of content, setting up forms and reports, monitoring the consistency and quality of data, providing support and training to Teaching and Business staff, coordinating upgrades and managing the relationship with third party suppliers.

Given the nature of the data held within the school, a high regard for Data Protection will be required. There will be close integration and cooperation with the IT Department.

Qualifications	Essential	Desirable
Bachelor's degree in computer science, Information Technology, Data Management, or a related field.	Yes	
Master's degree.		Yes
Skills, Attributes & Experience	Essential	Desirable
The applicant must be highly personable and have the ability to explain technical issues to non-technical people.	Yes	
It is essential that the successful applicant be adept in all Microsoft Office packages, especially Excel & Word.	Yes	
Experience of working in a school and with school systems is desired but training will be provided for the successful candidate.	Yes	
Ha an adaptable and approachable working style, a significant attention to detail and have the ability to prioritise their workload in a busy environment.	Yes	
A team player with excellent timekeeping, punctuality and a good sense of humour.	Yes	
Proven experience in data management, database administration, and MIS development, in particular previous use of ISAMS is preferred.	Yes	
Knowledge of data analysis tools.	Yes	

Familiarity with data visualization tools like Tableau, Power BI, or others.	Yes	
Knowledge of data privacy and security regulations.	Yes	
Effective communication and presentation skills.	Yes	



Key Responsibilities
Data Governance: Establish and maintain data governance policies, procedures, and standards to ensure data integrity, privacy, and security.
Data Collection and Management: Develop and implement data collection strategies, ensuring data quality, accuracy, and completeness. Manage data storage, backup, and retrieval processes.
MIS Development: Design, develop, and maintain management information systems to provide timely and accurate reports for various departments within the organization.
Data Analysis: Analyse data to extract actionable insights, trends, and patterns that support informed decision-making. Present findings to senior management in a clear and comprehensible manner.
Data Security: Implement data security protocols and ensure compliance with data protection regulations, such as GDPR, the NDPA 2023 (Nigeria Data Protection Act 2023) and the Nigeria Data Protection Regulation 2019 or other relevant data privacy laws.
Software and Tool Management: Oversee the selection and management of data management software and tools, ensuring they meet the organization's needs,
Keeping an up-to-date record of all software used by the school and ensuring licence renewals are always reviewed for relevance and value for money.
Staff Training and Development: Train and develop the data management team, fostering a culture of data-driven decision-making within the organization.
Collaboration: Collaborate with various departments to understand their data needs and provide support for data-related projects and initiatives.
Continuous Improvement: Stay current with industry best practices and emerging technologies in data management and MIS to propose and implement process improvements.
Specific tasks will include:
Gather requirements and analyse the school's needs for information systems and databases.

Proactively evaluate and recommend the selection of new or upgraded systems in line with school requirements.
Manage user accounts and profiles including creating new staff accounts.
Manage the parent log-in distribution and queries for our pupil and parent portal.
Maintain the School's data and content within the systems including form groups, tutors, term dates, registration periods, House allocations, personal tutors, and all Parent Portal content, ensuring content owners provide the required updates in a timely manner.
Update pupil timetables, creation of school report files for distribution, creation of markbooks / internal exam sheets.
Design and set up custom reports with support from suppliers as required, to meet the school's reporting needs.
Complete the annual rollover of systems.
Set up booking forms for all trips and visits and distribute the details to parents in a timely, professional manner and providing support for reporting.
Proactively assess information system training needs for all staff, disseminate information, deliver training and support colleagues as required.
Provide timely first and second line support for all staff with the systems, working closely with the IT team to diagnose issues and ensure that support requests are resolved directly or routed to the correct supplier.
Liaise with and build relationships directly with account managers of our key systems.
Manage suppliers to ensure timely resolution of third line support issues.
Monitor the performance and availability of systems and work closely and in collaboration with the IT Team and suppliers to address any issues and ensure all systems are running at optimal performance.
Create self-help documents and videos for staff and parents.
Perform occasional ad-hoc duties to support the school at the request of the School Leadership Team.



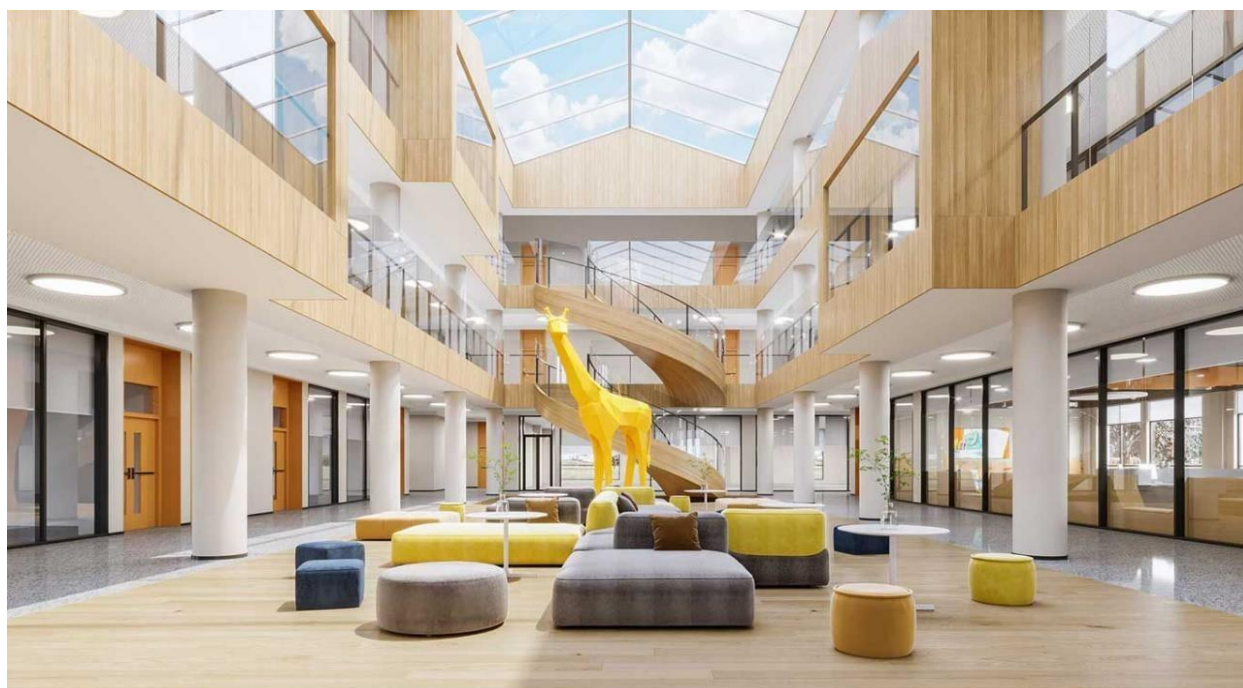
About our School

Opening in September 2024, Charterhouse Lagos aims to set a new standard in education provision in Nigeria and West Africa. With world-class facilities and a focus on excellence, we aim to create students with a passion for learning, for excellence and for leadership.

The school community is self-contained and lies in Ogombo on the Lekki Peninsula, Lagos. The secure compound will offer the best educational facilities in Nigeria. 24-hour security ensures that our students and staff can take advantage of the amazing facilities. We expect our older students to board at the school.

Facilities will include fully connected classrooms, science and STEAM labs, music, art, drama and library spaces, an 800-seat professional standard theatre, a 25-metre competition pool, along with a learn to swim pool, an NBA standard indoor basketball stadium, outdoor and indoor football pitches, and a beautifully landscaped campus that offers relaxation as well as a connection to nature.

The school will offer an international education for students aged 5 to 18 (Years 1 to 13) using the British curriculum and leading to the IGCSE and A level qualifications. These will allow our students to aspire to the very best universities worldwide.



Primary School Atrium

Opening a new school is a huge challenge and adaptability will be key. We aim to create British style international school reflecting the heritage and culture of the great UK independent schools. We are seeking leaders who will bravely tackle challenges and challenge expectations; we want individuals who will set aspirational targets for students and staff and lofty goals for our school.

We hope that you will consider joining us to create an exciting new future in Lekki, Lagos.

The building is in progress and will be completed in 3 phases with the initial facilities for Years 1 to 6 (ages 5+ to 10+), including boarding for Years 5 and 6 (ages 9+ to 10+), opening in September 2024.



Official signing of the Charterhouse Lagos Agreement at Charterhouse UK

TERMS AND CONDITIONS

Contract

This is a permanent full-time, full year position. The post will be considered probationary for a period of up to 6 months. Working hours will be full time, full year with occasional evenings and weekends as required.

Salary

A competitive package will be offered.

Professional Development

Professional and international working environment.
Professional Development and training opportunities.

Benefits

Benefits include 13th month, pension and health insurance.

Meals

Free lunch and refreshments are available to staff whilst on duty and when catering is in operation.

Holiday

The holiday year runs from September to August, in line with the academic year and entitlement is 21 days leave. This leave is in addition to Federal Public Holidays.

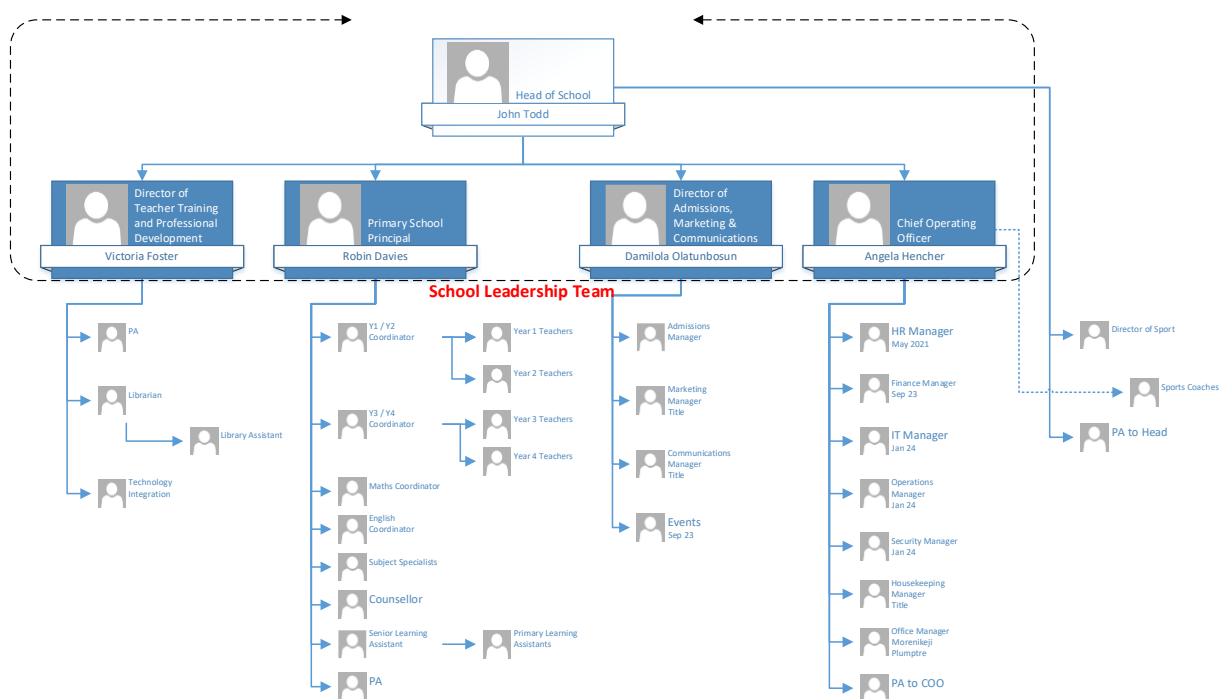
Fitness Centre Membership

All academic and business staff are entitled to join the Fitness Centre, with access to the swimming pool, gym and fitness activities.

Pre-Employment Checks

Any offer of employment is subject to numerous checks to comply with our Safer Recruitment processes and our Safeguarding Policy (available to view on our website), please see our link for [Application and Recruitment Process Explanatory Note.pdf](#)

Organisation Chart:



Safeguarding

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To read our Safeguarding Policy. - [C1.1-Safeguarding-Policy.pdf \(charterhouselagos.com\)](https://charterhouselagos.com/C1.1-Safeguarding-Policy.pdf)

Data Protection

The personal data relating to candidates, including personal data provided in, or along with the enquiry and application forms, is required to be collected by Charterhouse Lagos, for purposes of candidate evaluation, and facilitating the recruitment process. By providing us with your personal data, you give your consent to us for collecting, retaining, processing, transferring (including cross-border transfer) and disclosing personal data to any third parties (including intra-group – Huntington Education Group) for achieving the above purpose.

To read our Privacy Notice. - [CHL Privacy Policy for Staff\[3712\].pdf](#)

Diversity, Equality and Inclusion

At Charterhouse Lagos, we want everyone to feel valued, appreciated, and free to be who they are at work, whilst remaining true to the culture and laws of Nigeria. Our recruitment processes are designed to prevent discrimination regardless of gender identity or expression, sexual orientation, religion, ethnicity, age, neurodiversity, disability status, citizenship, or any other aspect which makes them unique.