Data & Examinations Officer

Dove Green Private School (DGPS) takes immense pride in being a British community school, offering a distinctive educational experience in the heart of Dubai Investment Park, near the Expo 2020 site. Our British educational values emphasise respect, tolerance, inclusivity, and a commitment to academic excellence, fostering well-rounded, globally-minded individuals. We are committed to cultivating an environment that celebrates the rich traditions of British education while fostering a global perspective. Our school, currently in its 10th year of operation, has become an example of educational excellence, embodying the values of a happy, caring, and inclusive community school. We are dedicated to providing a forward-thinking, innovative education beyond conventional boundaries. As the first UK curriculum school in the area, DGPS has earned a reputation for being at the forefront of educational innovation, catering to the needs of Dubai's rapidly expanding and developing south side.

With our state-of-the-art secondary building nearing completion, DGPS is poised to provide an unparalleled learning experience. This innovative facility, designed to complement our existing campus, reflects our dedication to offering students the finest resources and facilities. As a key member of our newly restructured team, your role will ensure that the British ethos permeates every aspect of our educational approach, creating an environment where students excel academically and develop a global mindset aligned with the 17 United Nations Sustainable Development Goals.

Candidates must be committed to working with the local community and developing ways to engage with parents and forge effective partnerships with them. The successful candidate will be closely aligned with DGPS's core values and ethos and be part of a community that blends the best of British education with a commitment to preparing students for success in a rapidly changing world while possessing a genuine understanding and appreciation of the region's values.

Key Responsibilities

1. Data Leadership & Analysis

- Lead the development and oversight of a real-time academic data ecosystem using iSAMS as the school's central MIS.
- Manage the collection, accuracy, and integrity of key school data, including attendance, punctuality, admissions, attainment, and progress.
- Produce accurate, timely reports and dashboards for SLT, middle leaders, and governors to inform strategic decision-making.
- Monitor and analyse trends in student performance, attendance, and enrolment, providing actionable insights to support teaching, learning, and whole-school improvement.
- Coordinate GL assessments and performance tracking, integrating outcomes into dashboards for leadership reporting.
- Compile and present relevant academic performance data, attendance statistics, and progress measures for accreditation, audits, and inspection processes.
- Ensure full compliance with data protection and confidentiality requirements.

2. Examinations

- Organise and manage all internal and external examinations in line with JCQ, Pearson, and other awarding body regulations.
- Coordinate exam entries, timetables, rooming, access arrangements, and communication with staff, students, and parents.
- Manage secure storage, distribution, and collection of exam papers and materials.
- Recruit, train, and supervise invigilators to ensure compliant delivery of exams.

- Oversee accurate results processing and ensure timely communication of outcomes to staff, students, and parents.

3. Admissions & Operational Data

- Provide support, guidance, and training for Admissions and Operations teams in the accurate entry, management, and reporting of enrolment, application, attendance, and punctuality data.
- Develop and promote consistent systems and standards for data use across these teams, ensuring alignment with KHDA compliance requirements.
- Support the quality assurance of operational data, ensuring readiness for inspections and audits through structured documentation and data integrity.

4. Capacity Building & Support

- Provide staff training in MIS usage, dashboards, and data literacy to promote confident, data-informed teaching and decision-making.
- Support parents in understanding and engaging with school data (e.g., reports, assessments, and progress dashboards).
- Support the Senior Leadership Team with data analysis for school improvement planning, inspections, and accreditation documentation.
- Collaborate with academic and operational teams to ensure data systems and processes actively support the school's strategic goals.

5. General

- Undertake any other reasonable duties required by the Principal or Senior Leadership Team to support the effective operation of the school.

Qualifications & Experience

- Minimum of 2 years' experience in data management, exams, or educational administration role (school-based experience preferred).
- Strong IT skills, with expertise in MIS, databases, and Excel (experience with iSAMS is highly desirable).
- Demonstrated ability to train, guide, and support colleagues in the effective use of MIS systems and data dashboards.
- Excellent organisational and analytical skills with meticulous attention to detail.
- Strong communication and interpersonal skills, including the ability to explain complex data to staff, parents, and external stakeholders.
- Knowledge of JCQ regulations and exam administration processes is an advantage.
- Ability to work collaboratively in a fast-paced, dynamic educational environment.
- Commitment to safeguarding, confidentiality, and maintaining the highest standards of integrity.

We are also mindful of our national development strategy and encourage UAE Nationals to apply to our company.

At DGPS, we relentlessly prioritise the safety and well-being of children. We maintain the highest standards in child protection practices and are committed to promoting their welfare. We expect our staff to share this commitment and actively hold them accountable. As part of our hiring process, successful applicants undergo various background checks, including references, qualifications, identification, and police checks, which may extend to overseas checks.