

Data and Exams Manager Jobs in Dubai | GEMS Education Careers

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Company: GEMS Education

Location: dubai

Category: other-general

Data and Exams Manager Jobs in Dubai | GEMS Education CareersDescription:

GEMS Wellington International School are looking to appoint a committed, motivated and enthusiastic Data & Exams Manager. To lead on the planning, development and delivery of student data, tracking and reporting. To work closely with the Vice Principal, Deputy/Assistant Headteacher in the strategic management of data and exams needs, supporting all staff in meeting their data and exam requirements. Ensure the smooth running of all examinations within exam board guidelines for the school. The ability to manage a small team of internal and external invigilators.

Job Requirements:Good Communication and interpersonal skills

Excellent command of English

Time management and organisational skills

Good team player

Excellent ICT skills#J-18808-Ljbffr

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