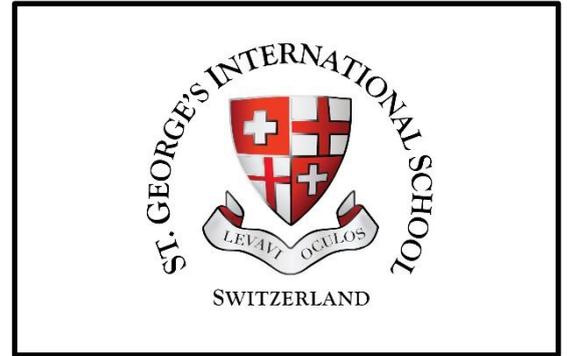


Job Description

Academic & Examinations Officer

Switzerland
Montreux

Line Manager/Reporting into:	Head of Senior School
Full Time	
Contract Length:	Maternity cover – Fixed Term: around 3 months
Start Date:	Mars 2022
Closing Date for Applications:	05.12.2021



St George's International School is seeking to appoint an **Examination Officer** to join us on **Mars 2022** on an **maternity contract**.

“Inspiring Academic Excellence Across 5 Continents”

A definitive statement of excellence in private education, Inspired is a co-educational, non- denominational, independent school group designed to inspire students to achieve their maximum potential in a nurturing, progressive academic environment from ages 3 months to 18 yrs.

Inspired offers a fresh and contemporary approach to education by re-evaluating traditional teaching methods and curriculums, and creating a more dynamic, relevant and powerful model reflecting current attitudes. We nurture the unique individuality, talent and self-assurance of each student, equipping them to take on the world with the skills and confidence to ensure success.

Our current portfolio of 70+ schools currently operates across Europe, Asia-Pacific, Africa, the Middle East and Latin America, with quick ongoing expansion foreseen. The group has grown exponentially since its founding 7 years ago and offers a unique opportunity to join a connected global community obsessed with a dedication to excellence.

We take great care when selecting new colleagues to join Inspired Education and hand pick every single role. We believe true excellence in education is only achieved through an inspiring and passionate team with whom are dedicated to supporting our schools to recruit and retain students by sustaining engaging and inspiring learning environments through our 3 pillars of: Performing and Creative Arts; Academics and Sport.

Professionalism, responsive teaching, specialist knowledge, strong planning, excellent qualifications and an outstanding personal reputation, are just few of the core requirements we look for when recruiting Inspired teaching staff.

For more information about us, please visit [Inspired Schools - Premium Private Education \(inspirededu.com\)](https://www.inspirededu.com)

OUR SCHOOL

St George's International School is a co-educational, independent school, accredited by CIS and located at the foot of the mountains and at the doorstep of the lake, the school offers a unique school setting at the heart of the French Riviera with an extraordinary workplace environment.

Around 400 students between the ages of 18 months and 18 years are registered here (day students and boarders from age 10+ coming from more than 60 nationalities). Children are recognized as individuals with unique skills to celebrate and given tailored support and guidance at each stage of their school career. Our structure of Early Learning School, Junior School, Middle School and Senior School means that every year group works with professionals who specialize and enjoy working with the students in their care.

The unique St George's philosophy and our formula for success are based to a large degree on the quality and depth of our International curricula (Dimensions, Cambridge Lower, IGCSE & IB Diploma), cultural and sporting activities and especially our dynamic and creative teaching staff, fully recognizing that what goes on in the classroom between teacher and student strongly influences the success of the school.

<https://www.stgeorges.ch/>

WHY APPLY

“Be at the forefront of International Education”

When you join Inspired, you don't just join a business. You become part of a unique global community of passionate professionals, with unrivalled access to extensive guidance, support and advice all focused on creating a culture of excellence in education.

WHAT WE OFFER

- The most collaborative environment, at every level, that you will find anywhere;
- Excellent resources;
- Excellent professional development within the Inspired group and a global network of over 70 schools to learn alongside;
- At the leading edge of independent school thinking;
- A culture of excellence;
- Network of opportunities;
- Competitive package;
- Lunches at the canteen offered to employees every day;
- Our campus is located at the foot of the mountains and at the gateway to the lake and offers a unique school setting in the heart of the French Riviera.

ROLE SUMMARY & JOB PURPOSE

St George's International School is seeking to appoint an Examinations Officer who will be responsible for managing the effective and efficient administration of internal and external examinations. We are looking for an administrative, responsible, ethical and proactive person. Previous experience of managing an examination centre would be ideal.

ROLE RESPONSIBILITIES

This position will be responsible for the following:

- Be responsible for managing the effective and efficient administration of internal and external examinations.
- Support the Head of Centre and IB Coordinator in ensuring that the centre is compliant with the exam board regulations and awarding body requirements to always ensure the security and integrity of the examinations/assessments.
- Act on behalf of, and be the main point of contact for, the centre in matters relating to the general administration of awarding body examinations and assessments.
- Liaise closely with key stakeholders (external and internal) to ensure exams administration processes are strictly followed and key deadlines met.
- Through taking an ethical approach and working proactively to avoid malpractice among students and staff, to support the Head of Centre in taking all reasonable steps to prevent the occurrence of any malpractice/maladministration before, during and after examinations have taken place.
- Co-ordinate and administer the efficient running of the School's Management Information System (iSAMS).
- Create students' Active Directory (Office 365) accounts and manage single sign-on for Pupil Portal, Show my Homework, and other accounts.
- Act as the main account administrator for various school platforms (Show my Homework, School Cloud Parents' Evening, Parent Portal, Pupil Portal, CEM, Cambridge School Support Hub).
- Keep an up-to-date database of students' IGCSE and IB option choices via TimeTabler, Options.
- Set up the School Cloud, Parents' Evening system before the event so that parents can book their meetings. Effectively communicate with parents and provide technical or other support as required.
- Produce transcripts for non-graduating leavers; administer admission tests as required.
- In collaboration with the Admissions Team, adhere to the 'New Student Procedure'.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual responsibility undertaken may not be identified. The duties outlined above are not intended as a restrictive list and may be extended or altered to include other tasks that are commensurate with the role as directed Senior Management.

WHAT WE'RE LOOKING FOR

	ESSENTIAL	DESIRABLE
Skills and previous experience	<ul style="list-style-type: none"> • Experience in administration of examinations • Excellent command of IT tools, including the Office suite 	<ul style="list-style-type: none"> • Knowledge of isams a plus • Previous experience in a high-performing international school
Qualifications and Accreditations		<ul style="list-style-type: none"> • Knowledge of IBDP and Cambridge Assessment International Education IGCSE exam regulations
Personal Competencies and Attributes	<ul style="list-style-type: none"> • Clear, concise, timely and appropriate oral and written communication • Good listening skills and mental health awareness • Meets objectives on own initiative; committed to continuous self-development, and on-going training/updating etc. • Flexible, co-operative, dynamic, passionate & helpful, self-aware; collaborates well; ability to work alone and as part of a team. • Enthusiastic, resilient, proactive, calm, & organized • A continuous improvement mindset • Team player • English speaker 	<ul style="list-style-type: none"> • French speaker • Good sense of humour

HOW TO APPLY

- Send an application file (CV and cover letter) to recruitment@stgeorges.ch
- Review and shortlist of applications, please note that only shortlisted candidates will be notified.
- Interview with the Principal and the Head of Senior School

Due to the current COVID environment, interviews are likely to take place via MS Teams or another virtual platform.

All applicants will be expected to provide some if not all of the following (i) a supporting statement clearly outlining why they are interested in the position and school (ii) a CV with their details and history of employment and achievements (iii) at least two referees from a recent/current appointment

SAFEGUARDING STATEMENT

Inspired are committed to safeguarding and promoting the welfare of children and young people and if successful you are expected to share this commitment. The protection of our students' welfare is the responsibility of all staff and individuals are expected to conduct themselves in a way that reflects the principles and values of our organization.

Any successful applications will also be required to undergo rigorous child protection screening including checks with past employers and an enhanced DBS check as well as completing any relevant safeguarding assessments

EQUAL OPPORTUNITIES STATEMENT

Inspired Education is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, colour, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by law.

This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship. Inspired makes hiring decisions based solely on the skills, experiences and attributes needed to continue to deliver excellence.