



Examinations & Data Manager

Role Description

Purpose of the role:

Cambridge International School is seeking to appoint a highly professional, well organised and strongly motivated Exams and Data Manager to take a strategic lead for all aspects of the school examination process.

The appointed person will be responsible for the administration of internal and external examinations, IGCSE and AS/A level and will ensure that the School is fully compliant with the relevant regulations and formal requirements, and will be the main point of contact for all matters relating to examinations and assessments supported by the School Director.

The successful candidate will be proficient in the use of Microsoft Office products, experienced in processing data quickly and accurately and have a methodical and organised approach to the work.

Duties and responsibilities:

- The overall smooth running of internal and external examinations, ensuring that all related administration and preparation is undertaken.
- Complete external entries and securely store and send completed examination papers to external examination boards.
- Liaise with Subject teachers/ Coordinators regarding student examination entries.
- Liaise with external examination boards (Cambridge Assessment International Education & Pearson Edexcel) to ensure the accurate administration of all examinations, including ensuring compliance with examination board rules and coursework requirements.
- Administration of all internal examinations (eg. MOCK exams, GL assessments, entrance exams, Testovanie 5, Testovanie 9, Maturita).
- Disseminate examination information to staff, students and parents, including exam and invigilation timetables, guidelines and querying results.
- Liaise with the SEN Coordinator to ensure the appropriate examination access arrangements are put into place for SEN students.
- Provide training to invigilators.
- Manage the assessment recording and reporting processes and ensure that they work effectively for the School.

Requirements:

- University degree education.
- Experience within a school or related sector is highly desirable, but not essential.
- Strong excel, database and data management skills are essential.
- Professional communication skills both written and oral, both in English and Slovak language.
- Excellent organisational and coordination skills.
- Engaging interpersonal skills with the ability to work and network effectively with others.
- Attention to detail and an ability to take the responsibility for several challenging tasks, while remaining calm and coping effectively with a high workload and many priorities.
- A team player who is willing to take initiative, share knowledge and assistance as well as being open to learning and applying new skills/knowledge.
- Works well under pressure and is able to handle multiple tasks effectively to meet the demands of the role during peak times.
- High level of accountability and reliability.

We offer:

- Excellent working environment and conditions in a friendly team and highly progressive school.
- Future career progression in a highly successful and growing educational group
- Employee professional development (trainings, courses, conferences etc. paid by CIS).
- Flexible working hours.
- Multisport card.
- Healthy and highly subsidized lunches in school canteen.

Start date:

ASAP