

# JOB VACANCY

## EXAMS OFFICER

### 0,4 fte

**International School Twente (ISTwente)** is an international school in Enschede with both a secondary and primary location. Our secondary school is part of the Dutch parent school, Het Stedelijk Lyceum, and has its own department within College Zuid. ISTwente is a growing dynamic school, which provides international education to students from over 25 countries. The international curriculum implies that all classes are in English. On our website [www.istwente.org](http://www.istwente.org) you can find much more information, amongst others about education at ISTwente.

**Het Stedelijk Lyceum (HSL)** is a government school in Enschede with around 3.600 students. There are 6 campuses which offer various levels of secondary education, such as College Zuid, which is amongst others a Topsport Talentschool. The school sees every student as a talent, whether you like studying, are creative, social or good at sports, there is a wide range of possibilities for you to participate in. In this way students learn and develop into well-balanced personalities. This is the joint strength of Het Stedelijk Lyceum and ISTwente.

#### Exams Officer at ISTwente

For this position we are looking for a colleague who is interested in the challenging job of administering all our exams which take place between the end of April and the middle of June. The exams for ISTwente - and the organisation of these exams - are very different from those in Dutch secondary schools. The exams officer is the linking pin between our school and the Cambridge Curriculum as well as the International Baccalaureate Organisation (IBO). The exams officer is present at all exams, also when they take place in the regular Dutch holidays. We are therefore looking for someone who is willing and able to collaborate with the Head of school, the Careers Officer, the team, the parents and the students.

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#### In short you:

- ✓ ...are a strong organizer;
- ✓ ...enjoy working in an enthusiastic team;
- ✓ ...are extremely precise;
- ✓ ...are customer friendly;
- ✓ ...are a confident user of ICT;
- ✓ ...have an excellent command ((near)native) of the English language;
- ✓ ...enjoy working in an international environment.

#### Conditions

The salary of the exams officer will be scale 5 in accordance with the position and with the CAO for secondary education. The contract will be for one year and may be extended after a positive evaluation. References may be required.

For more information please contact Mrs. J. Eschweiler, team leader at ISTwente secondary,

**Telephone:** 053 - 482 1105

**Email:** [jacqueline.eschweiler@istwente.org](mailto:jacqueline.eschweiler@istwente.org)

Please forward your application to [recruitment@istwente.org](mailto:recruitment@istwente.org)