

CAMBRIDGE EXAM COORDINATOR & SCHOOL ADMINISTRATOR (FULL-TIME)

The International School of Cape Town is an Independent, International school. The school offers the UK National Curriculum, whilst complying with the South African requirements, culminating in the University of Cambridge Examinations, to students from the ages of 3 to 19 years. The school caters for South African students as well as expatriates.

**Full-Time Position: Cambridge Exam Coordinator & School Administrator from
01 January 2019**

Applicants should have the following experience:

- Cambridge (CIE) exam administration for IGCSE, AS and A-level exams
- Invoicing
- Exam invigilator
- Managing school events
- Experience working with CEMIS and EdAdmin would be an advantage
- Flexibility in working as part of a dynamic team
- General school administration

Please send a comprehensive C.V to employment@isct.co.za as well as to fill in the online Google form found here <https://goo.gl/forms/iVEG5flwhaXZwqaD2>

Closing date: Sunday 11 November 2018

Terms and Conditions

The International School of Cape Town is totally committed to safeguarding the welfare of children and young people and expects the same from its employees. All prospective staff will be expected to provide the following prior to confirmation of appointment:

1. A police criminal record clearance (no less than 6 months old) from the country of current / most recent employment
2. Proof of identification (i.e. colour ID or passport) as well as proof of current address
3. Certified copies of your qualifications
4. Employment checks including references from the current or most recent and a previous employer
5. Provision of a South African Revenue Services (SARS) personal tax number
6. A certified copy of registration with the South African Council for Educators (SACE) or proof of application for membership
7. In the case of non-South Africans provision of a valid work visa enabling the prospective employee to be employed at ISCT

No appointment will be considered or finalised until the above have been met by the prospective employee.