

Examinations Officer

- **Start date:** Ideally January 2024 (start of term 2) however, the start date could be sooner depending on notice period.
- **Contract:** Full-time, indefinite. This position will suit applicants with family sponsorship; however, sponsorship may be considered for the right candidate.

Our professional, supportive, and tremendously successful secondary team was recently certified one of the **best in the world** by British Schools Overseas (BSO), and our students regularly achieve some of the top exam results globally.

We are now looking for an outstanding Examinations Officer to join us ideally in January 2024 (at the start of term 2). However, the start date could be sooner, depending on your notice period.

About you

To be considered for a vacancy, you should:

- Hold a bachelor's degree, in any discipline.
- Have outstanding communication skills, required to maintain professional dialogue with examination bodies.
- Have solid administrative skills, ability to work with MS office applications and be highly organised.
- Have some experience of working in a similar school environment.
- Have some experience of the administration and smooth running of internal and external exams.
- Have some experience of overseeing all entries to exam boards for external examinations.
- Have some experience of liaising with staff, students, and parents.
- Be keen to develop your career, supported by our world-class professional development opportunities.
- Genuinely love what you do – showing enthusiasm, creativity, and energy.
- Be a real team player, always prepared to go the extra mile, spread positivity, and support your colleagues as we reach our goal: to become the best International School in the world.

About us

QIS is one of the best international schools both in the nation of Qatar and in the wider Middle East region – we are one of only three schools in the world to hold BSO's 'Gold Standard'.

Our 2023 BSO report wrote:

'The students' high regard for their school and educators was highlighted during the inspection visit, where they spoke positively and with admiration about the quality of education and the excellence of their teachers.'

'The school's ABC of Aspiring to Excellence, Building Futures and Celebrating Diversity are embedded in the school's vision. Core values in QIS are in line with British culture and reflect the character of the school.'

'An empowered staff team, who value their role and make a positive difference to students and their families.'

We follow the latest National Curriculum for England, and all our non-Arabic teachers have either taught or been trained under the UK system. We have about 2,100 students ranging from 3 to 18 years of age.

We provide an outstanding education to all our students, who regularly achieve some of the best results in the world.

Safeguarding

Qatar International School is committed to equal opportunities, safeguarding, and promoting the welfare of children and expect all staff and volunteers to share this commitment.

Qatar International School is committed to safeguarding and promoting the welfare of children. All applicants must be willing to undergo recruitment screening processes including an interview, references from past employers, and a Criminal Background check from all countries of adult residence. Please note that the school will also carry out an online search, inclusive of social media, for shortlisted candidates.

We require applicants to declare all convictions, cautions and bind-overs, including those regarded as 'spent'. All information provided will be treated as confidential. All applicants, (regardless of position) are requested to read QIS's safeguarding policy, available on the school website, of our commitment to safeguarding children.

Application

We don't believe in long, pointless application forms! Please apply by [emailing us your CV and a brief covering letter](#) explaining why you'd be a great fit for QIS.

Initial interviews may be conducted online or face-to-face if the candidate is in Qatar. Successful candidates will be fully supported all the way through to their joining day – and beyond.

Unfortunately, due to the high volume of excellent applications we receive, we are unable to notify those who have not been shortlisted.