



Examinations Officer

Location: Tonbridge/Sevenoaks

Start Date: As soon as possible

Grade: KR8

Full Time/Part Time

Term time only + 2 weeks



**Weald of Kent
Grammar School**

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About Us

Weald of Kent is a selective Girls' Grammar School for 11-18 year olds with a roll of approximately 1900 students including our co-educational Sixth Form. The school is one of the highest performing schools in the country. We aspire to excel at everything we do. Owing to our continued success we are thrilled to have been given permission by the Secretary of State to expand and mirror what we deliver at our Tonbridge campus in a campus at Sevenoaks, which opened in September 2017. In addition to the exciting new facilities, we have also invested in our Tonbridge campus which now has a state of the art Sports Hall and university style Sixth Form Study Centre and a new science block has been built this year. Both campuses are situated in beautiful rural settings with far reaching views across the Garden of England with excellent transport links.

Results

We are, once again, exceptionally proud of the magnificent performance that has led to some wonderful results both at GCSE and A Level. Our examinations data from 2019 records the average GCSE grade was above a Grade 7 and our Progress 8 was well above average at 0.95. We also enjoyed superb A Level results with 67% of our students achieving A*-B grades in 2019. The average was a Grade B and our Level 3 value added was above average at 0.12. Our aim is for students to achieve high academic results whilst still affording them a platform to extend their personal qualities, talents and interests. Result statistics were not published for the 2020 or 2021 cohorts.

Staff Development Opportunities

We are passionate about staff development. Individual Development Plans are tailored to help and support staff in new positions, existing posts and preparation for promotion. A whole range of developmental and capacity building training is available, supporting staff to develop their skills and professionalism. This includes opportunities such as:

- A personalised induction programme
- CPD days and a range of workshops
- Performance development programme
- Mentoring-Coaching programme
- Relevant external courses and training

The Team

All Staff are extremely school supportive and work exceptionally hard. Their commitment has secured higher standards across all areas of the school. Teams work effectively and closely within a framework that encourages rigorous self-reflection. All staff contribute to the school's self-evaluation process, the identification of priorities and very importantly the delivery of our ambitious targets. The use of mentoring/coaching approaches has been strengthened and a significant number of ideas have grown through the Investment in Excellence programme adopted.

We are all motivated and inspired by the students who have boundless energy and enthusiasm for learning in the classroom. This level of engagement is equally replicated in the way they respond to the vast array of extracurricular activities we offer. Weald of Kent Students "walk the talk" and at any Key Stage they can confidently compile a CV that clearly demonstrates academic excellence and personal success.

The Examinations team forms part of the broader support function within the school. Its purpose is to provide a professional, efficient, and cost effective administrative and communication service which underpins and supports student learning and well-being. It is made up of this position, an Examinations Assistant and a wider team of Invigilators who administer all public examinations and the school exams in Years 10-13.

This role is to work closely with the Examinations Assistant for the development and organisation of the Examination process within the school to benefit student learning and teacher efficiency. The successful candidate will keep abreast of developments in their key areas, think creatively and constructively to ensure that the job is done in the most effective and time efficient way.

The Post

Job Title: Examinations Officer **Reports to:** Assistant Headteacher

Team: Exams **Start date:** As soon as possible

Grade: KR8 **Hours:** Full time/part time

Purpose and responsibilities:

The Examinations Officer's key purpose is to ensure the smooth running of all aspects of internal and external examinations at both the Tonbridge and Sevenoaks Campuses. The Examinations Officer will be committed to delivering the school's vision and have high ambitions for the school's future. He/she ensures that the systems he/she introduces are understood and embedded in the every-day work of the School. He/she is an outstanding professional who models very high standards. He/she actively seeks out best practice and inspires others also to continue to improve and to keep abreast of developments in their key area, to think creatively and constructively to ensure that the job is done in the most effective and time efficient way.

Specific core purpose for external examinations

- To be responsible for managing the effective and efficient administration of external examinations in accordance with the Joint Council for Qualifications (JCQ) regulations (on behalf of the JCQ member

awarding bodies) and/or awarding body rules for exams administration in a consistent and secure fashion, thereby helping to maintain the integrity of the assessment process.

- To support the Head of centre in ensuring that the centre is compliant with the JCQ regulations and awarding body requirements in order to ensure the security and integrity of the examinations/assessments at all times.
- To 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.
- To closely liaise with key stakeholders (external and internal) to ensure exams administration processes are strictly followed and key deadlines met.
- To line manage and develop the Exams Assistant and Invigilator team.
- To avoid malpractice among students and staff, and to support the head of centre in taking all reasonable steps to prevent the occurrence of any malpractice/maladministration before, during the course of and after examinations have taken place through taking an ethical approach and working proactively.

Operational Responsibilities – day to day and internal administration

- To administer and oversee the internal pre-public examinations and external public examinations at both Sevenoaks and Tonbridge.
- To ensure accuracy of examination results as reported to Department of Education (e.g. table checking).
- To assist with census returns and be responsible for the accurate entry of examination data for the census.
- To assist with budget planning and checking invoices.
- To manage the process of checking and distribution of examination certificates to students (ex-students) ensuring safe delivery of same.
- To operate and administer the examination systems within the school and to liaise with the SLG link responsible for examinations.
- To line-manage the Examination Administration to ensure they are deployed effectively and that their work meets the requirements as detailed in their job description.
- To recruit, train and redeploy effectively the team of invigilators.
- To manage the internal arrangements for rooming and distribution of invigilators for all internal and external examinations.
- To draw up timetables and circulate to all staff well in advance of the internal and external examinations, amending arrangements as necessary to ensure efficient delivery of examinations procedures.
- To assist with the termly collection and input of internal assessment and examination data.
- To assist with input of prior attainment data into the school's management information system.
- To prepare examination boxes in advance of the examinations.
- To order examination stationery.
- To administer and organise effectively the PPEs by liaising with the relevant stakeholders.
- To support the relevant Heads of department/faculty in organising and running non-examined assessments and coursework.

External Examinations: Operational Responsibilities

Before examinations

Planning

- To maintain and develop systems to manage and coordinate all aspects of the exams administration process.
- To research and understand qualifications and how they are assessed.
- To identify and access relevant support available from external stakeholders (Awarding bodies/JCQ/Network group/The Exams Office etc).
- To comply with JCQ and awarding body regulations, guidance and instructions and keep abreast of developments/changes/updates.
- To use effectively JCQ and awarding body online tools where required (e.g. the Centre Admin Portal (CAP), secure extranet sites).
- To oversee (as the main administrator) and manage appropriate access rights for relevant internal stakeholders using JCQ and awarding body online tools.
- To manage own time effectively to ensure key tasks are undertaken and external key dates and deadlines are met.
- To communicate clear internal deadlines and processes for gathering/sharing exam-related information from/with relevant internal stakeholders.
- To brief candidates/staff/parents/carers on examination regulations and requirements.
- To support actively the head of centre in co-operating with the JCQ Centre Inspection Service, an awarding body or a regulatory authority when subject to an inspection, an investigation or an unannounced visit.
- To confirm annually the information required by the National Centre Number Register (as administered by OCR on behalf of the JCQ) and informs of any changes to centre status.
- To manage arrangements to receive, check and store confidential question papers and examination material safely and securely at all times and for as long as required in accordance with the regulations.
- To support the head of centre in managing potential conflicts of interest by informing the awarding bodies to timescale for each examination series and recording the measures taken to mitigate any potential risk to the integrity of the qualifications affected.
- To contribute to the creation/review/update of exam-related policies/procedures as required by the regulations and accurately reflect working practices in the centre.
- To support the Special Educational Needs Coordinator (SENCo) in implementing examination access arrangements and reasonable adjustments for eligible candidates (processing approval applications and requesting modified papers by the published deadlines).

Entries

- To observe the awarding bodies' published terms, conditions and processes for the registration or entry and withdrawal of candidates for their examinations/assessments.
- To register or enter candidates for an examination or assessment in accordance with the awarding bodies' published procedures and published deadline for that qualification.
- To implement processes and liaise with relevant internal stakeholders to gather correct entry information to internal deadlines implementing strategies to avoid late (or other penalty) fees.
- To maintain required identifiers for each candidate entered for an examination/assessment and enter candidates who are on roll at the centre as internal candidates.
- To verify the identity of all students that are entered for examinations/assessments.
- To use effectively internal and external IT systems to submit and manage awarding body registration and entry data.
- To liaise with Finance to ensure fees are paid as instructed and at the time specified by the awarding bodies.
- To submit any applications for transferred candidate arrangements in accordance with the awarding body requirements.
- To liaise with relevant internal stakeholders to ensure final entries/registrations that have been submitted to an awarding body are regularly monitored, submitting timely changes

(amendments/withdrawals) to ensure candidates take the correct papers at the correct time and enabling awarding bodies' to deliver accurate results to the centre.

Pre-exams

- To recruit, train, update and manage a team of invigilators.
- To manage the arrangements for the timetabling, rooming, seating, resourcing and invigilation of examinations in accordance with the regulations.
- To resolve effectively exam timetable clashes and manage overnight supervision arrangements (where arrangements may be required after all other options have been explored) in accordance with the regulations.
- To ensure all candidates are notified of their examination entries and the dates and times of their examinations/assessments in accordance with the regulations.
- To ensure all candidates are aware of the JCQ and awarding body information and regulations regarding the conduct of their examinations/assessments in advance of these taking place.
- To confirm relevant internal stakeholders complete administrative tasks associated with centre assessed work in an accurate and timely manner in accordance with the requirements of awarding bodies and moderators.
- To support the Special Educational Needs Coordinator (SENCo) in implementing examination access arrangements or reasonable adjustments for eligible candidates (appropriate arrangements for rooming, resourcing, facilitation, invigilation etc.)
- To manage effectively arrangements for the secure storage and dispatch of examination scripts for marking.

During examinations

Exam time

- To manage effectively the conduct of examinations in accordance with JCQ regulations and/or awarding body rules.
- To ensure all exam accommodation is prepared in accordance with the requirements.
- To inform the JCQ Centre Inspection Service of any alternative site that may be used by the centre to conduct timetabled examinations.
- To deploy effectively fully trained invigilators to exam rooms according to the requirements.
- To manage unexpected issues/irregularities which may affect the conduct of examinations.
- To support the head of centre in investigating and reporting cases of suspected or actual malpractice in connection with an examination as required by the JCQ and awarding bodies.
- To manage emergency access arrangements for eligible candidates as the need may arise during exam time.
- To maintain the confidentiality and security of candidates' responses and dispatch scripts according to the requirements.
- To submit to the published timescales, relevant follow-up reporting to awarding bodies' in relation to the very late arrival of candidates for examinations and applications for special consideration where candidates meet the published criteria.

After examinations

Results and Post-Results

- To ensure candidates and relevant internal stakeholders are aware of processes, key dates and deadlines in relation to the issue of results and the arrangements for post-results services.
- To plan, prepare for, and manage the restricted release of results and the distribution of provisional statements of results in accordance with JCQ regulations and/or awarding body rules.
- To use effectively internal and external IT systems to access and manage awarding body results information.

- To understand awarding body results indicators and provide support for relevant internal stakeholders in accessing results reports/analysis tools.
- To use effectively external IT systems to administer post-results services in accordance with the regulations to the published deadlines.
- To manage and administer the receipt, distribution and retention of examination certificates according to the regulations.

Other

- To undertake training, update or review sessions as required.
- To undertake other duties appropriate to the grade and responsibilities of the role as may be required by the head of centre/SLG responsible for examinations, for example:
 - the preparation for and conduct of internal examinations under external examination conditions.
 - other exams-related administrative tasks.

Accountabilities

- To work within the strategic direction set by the Assistant Headteacher on administration and communication.
- To find efficient solutions to the administrative and communications processes through investigation, analysis and problem solving.
- To be proactive in the administration and communications function to increase cost effective efficiency through the use of alternative processes or technology.
- To be accountable for the administrative and communication process within the school.
- To provide a professional efficient and cost-effective administrative service, with a ‘right first-time mentality’ and minimal errors.
- To bring about, monitor and evaluate an administrative culture that will bring positive benefits to student learning.
- To be responsible for own professional development and accountable through the school’s performance development system.
- To create, maintain and facilitate effective relationships.

There may be the opportunity to work additional hours in the school holidays to provide support to other departments.

About You (Person Specification)

Qualifications	Essential	Desirable
NVQ Level 2 or equivalent or relevant experience	✓	
Evidence of further professional development relevant to post		✓
Excellent numeracy/ literacy skills	✓	
Experience		
Working knowledge of current examination arrangements.		✓
Confident user of new technology	✓	
Skills & Knowledge		
Able to communicate effectively, orally and in writing	✓	
Able to work to prioritise the need for detail and exactitude	✓	
Expertise in the use of relevant ICT packages to the particular area of responsibility, eg SIMS	✓	
Confidence in own ability to be effective and to take on challenges	✓	
Ability to relate well to students, colleagues, parents, and Governors	✓	
Able to support staff in maintaining high standards for the school	✓	
Efficient and effective administrative, organisational, and personal management skills	✓	
Self-motivating, enthusiastic and positive in outlook	✓	
Basic knowledge of policies and procedures relating to child protection, health, safety, security, equal opportunities, and confidentiality		✓
Personal Attributes		
Have a positive approach with a desire to succeed	✓	
Energy, enthusiasm, and perseverance	✓	
Reliability and integrity	✓	
Good interpersonal skills	✓	
Professional appearance and manner	✓	
Positive commitment to individual personal development	✓	
Capacity to work hard, under pressure, to meet deadlines and manage time effectively	✓	
A good record of attendance during the last three years	✓	
Adaptable and amenable with respect to working practices	✓	
Ability to work independently and in a team, take a collaborative approach	✓	
Ability to build supportive working relationships with colleagues	✓	
Commitment to supporting the full life of the school	✓	
Have the ability to relate well to children and adults, understanding their needs and being able to respond accordingly	✓	
Suitable to work with children	✓	
Equal Opportunities		
A commitment to inclusive education	✓	

The Package

Salary: Kent Range 8: £26,205 - £29,885 per annum

Salary will be prorated depending on hours and weeks worked per year

Benefits:

Generous Pension Scheme (TP / LGPS)	Health Care Cash Plan *
Priority Admission for Staff Children **	Free On-Site Parking
Kent Reward Scheme	Free refreshments
Cycle 2 Work Scheme	

Weald of Kent Grammar School is located on two sites; Tonbridge and Sevenoaks. The successful candidate will be required to work across both sites.

*Available upon successful completion of probation

**See Admission Policy on the School Website

The Application Process

Application forms can be found on our website and should be sent to Human Resources, HR@wealdgs.org or posted to the school. Please include a 1-2 side of A4 application statement or letter of application. The communication should set out how your proven relevant experience relates to this role.

References may be taken up before being short-listed, please indicate on your application form if you have any objection to us contacting the referee prior to interview.

Dates:

Closing date for applications: Wednesday 8 June 2022, 9am*

Interview day: To be confirmed

**Interviews and appointments may be arranged where a suitable candidate is found prior to the closing date.*

The Board of Trustees is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An Enhanced DBS check will be carried out for the successful candidate.

