  
**Exams Assistant**

**Bennett Memorial Diocesan School**

Culverden Down, Tunbridge Wells, Kent, TN4 9SH

Tel: 01892 521595 Fax: 01892 514424

E-Mail: [recruitment@bennett.kent.sch.uk](mailto:recruitment@bennett.kent.sch.uk)

Headteacher: Mr Jon Sparke

**Start Date: As Soon As Possible**

**Pay Scale: KR3 £8,566 pro-rata (£18,425 FTE)**

**Working Pattern: Core hours of 20 per week as agreed; 39 weeks per year (term-time plus inset days)**

**Due to the nature of this role, flexibility will be required during public examination periods**

This role is to provide support to the Examinations Officer in the preparation and running of all types of examinations to include:

* Organising administration for internal and external examinations including exam desk cards, board signs, seating plans, papers and exam registers
* Oversight of the examination venues ensuring compliance to JCQ regulations and standardisation of rooms
* Support with retention of invigilation staff and identifying training needs
* Checking and securely storing examination papers in accordance with JCQ regulations.
* Oversight of examination stationery and advising the Examinations Officer when supplies need to be ordered
* Checking and filing examination certificates
* General administration to include photocopying and filing
* Keeping the examinations office tidy and presentable

Situated in Tunbridge Wells with excellent transport links to London, Bennett is a popular and over-subscribed academy with an enviable record of outstanding academic achievement over many years.

A Church of England co-educational school with independent academy status:

* 1,796 on roll including 370 in the Sixth Form
* Judged Outstanding in every area by Ofsted in 2012
* World Class School Quality Mark in 2020
* Outstanding GCSE and A-Level results
* Excellent reputation
* Highly committed staff and a strong and positive school ethos

Should you wish to discuss any aspect of the post before applying or visit the school, please do not hesitate to contact Sue Woods – School Business Manager by telephone: 01892 521595 or email: woods@bennett.kent.sch.uk

**Closing date:** Tuesday 27th September 2022, 9am

**Interviews:** Thursday 29th September

*We reserve the right to close this vacancy earlier should we appoint*

For full details and application form, please visit our website: [www.bennettmemorial.co.uk](http://www.bennettmemorial.co.uk) and follow “Tenax Jobs”

Completed Application Forms should be sent to [recruitment@bennett.kent.sch.uk](mailto:recruitment@bennett.kent.sch.uk) by the closing date. CVs will not be accepted.