



MAIDSTONE  
GRAMMAR SCHOOL

FOUNDED 1549

Examinations Officer/Assistant  
Teacher Support Manager

Candidate Information Pack



Dear Prospective Candidates

At Maidstone Grammar School, we believe in providing a supportive and inclusive environment that prepares young people for the future. Our school is not just an academic institution, but a way of life that combines a strong focus on academic success with opportunities to develop leadership skills and give service to our community.

Our vision, ethos, and values can be broken down into two main pillars: Inspire to Learn and Inspire to Belong. We strive to inspire our students to love learning, to be curious, and to ask challenging questions. We want them to be independent, know how to respond to feedback, and see the connections across different subjects. Alongside this, we also inspire our students to belong to their school – ensuring they feel safe and supported, having respect for one another, and having a sense of identity. We help students to develop strong moral values such as patience, humility, courage, ambition, drive, and enthusiasm.

As part of this vision and ethos, we also place great emphasis on valuing and preserving our history and traditions. Our school motto, "Olim Meminisse Juvabit" ("A joy it will be one day, perhaps, to remember even this"), taken from Virgil's Aeneid, encapsulates the values and ideals of Maidstonians and reminds us of the generations that have come before us. We believe that our unique vision, ethos, and values are what sets MGS apart and is what makes our school an excellent choice for prospective candidates.

Our approach to education is built on the idea that forming strong and lasting relationships is the basis of a successful and fulfilling school life. Our staff and I strive to provide students with a nurturing and inclusive environment that addresses the individual needs of each student and helps them to develop self-respect, self-discipline, and self-understanding. We want students to have fond memories of their time at MGS and leave as confident, self-assured, mature, responsible, and capable young adults with a strong work ethic.

If you share our passion for fostering a close-knit and supportive learning community where academic and personal growth is prioritised, then we would be thrilled to have you apply to join our team at Maidstone Grammar School.

Yours sincerely

**Mr M Tomkins BSc NPQH**  
**Headmaster, Maidstone Grammar School**

# Examinations Officer/ Assistant Teacher Support Manager

37 hours a week, 41 weeks per year  
Kent Range 7 - £23,378 - £26,466  
(£21,232 – £24,037 pro rata)

## Required as soon as possible

We are looking to appoint a highly motivated and well organised Examinations Officer/Assistant Teacher Support Manager. The successful candidate will have overall responsibility for the efficient and secure administration and delivery of public and internal examinations. This position requires excellent interpersonal and organisational skills and a flexible and friendly manner. The Assistant Teacher Support Manager role includes supporting with the management of day to day cover requirements for absent staff. The role also includes covering lessons and the organisation of deployment of cover supervisors and invigilators. Full details in the job description.

MGS offers a stimulating academic environment in which to work with students whose commitment to study has been highly praised by Ofsted.

The deadline for the receipt of applications, by letter with completed MGS application form is midday on Wednesday 22 March 2023. Application via email is acceptable. Applications will be considered as they are received. Suitable candidates may be interviewed before the closing date and Maidstone Grammar School reserves the right to withdraw the position if an early appointment is made.

*Maidstone Grammar School is committed to safeguarding and promoting the welfare of children and applicants will undergo child protection screening appropriate to the post, including checks with former employers and the DBS. Maidstone Grammar School is an Equal Opportunities Employer.*

**Job Title & Pay Grade:** **Examinations Officer/Assistant Teacher Support Manager**  
Kent Range 7 £23,378 - £26,466 (£21,232 - £24,037 pro rata)  
37 hours per week for 41 weeks per year

**Reporting to:** Assistant Head (Logistics)

**Responsible for:** Invigilators and support with responsibility for cover supervisors

### Key Duties & Responsibilities:

The Examinations and Teaching Support Officer is responsible for:

#### Examination Officer Role:

- Liaising with the Senior Leadership Team (in particular the Assistant Head Logistics), Curriculum Leaders and other relevant staff regarding examination entries, coursework, and assessment procedures and protocols, and ensuring the smooth running of the examination cycle at all key stages for both internal and external exams.
- Creating exams schedules for internal and external exams
- Working with the SIMS Technician download all relevant base data (exam boards) into SIMs Exams Management system
- Work with the SIMS Technician in matters to do with the examinations
- Liaising with the Assistant Head Logistics (Data & timetabling to discuss and agree deadlines and other exam related issues) and ensure that this is disseminated quickly to the relevant parties.
- Ensuring that all required information, including that for external candidates, is obtained and submitted accurately within set deadlines in relation to examination entries, changes, withdrawals, remark requests, and assessment data.
- Keep up to date with all JCQ rules and regulations and deadlines
- Dealing with post results enquiries, processing and communicating this to departments, examination bodies and parents/carers.
- All aspects of the conduct of both public and internal examinations as per examination board requirements and school policies and procedures
- Providing SLT, staff and students with exams schedules,
- The processing and issuing of examination results in line with examination board requirements and school policies and procedures
- With the support of the Teaching Support Manager ensure that there is sufficient examination invigilators to support with exams and ensure all invigilators receive the proper induction, training, timesheets, rotas, etc.
- Preparation of seating plans for examinations,
- Ensuring that fire evacuation/lockdown procedures are shared with invigilators so that they are fully aware of their responsibilities if an evacuation is needed during the examinations
- Liaising with the SEN Administrator to organise access arrangements for all students who have special education needs for exams and make application to the JCQ for these arrangements
- To keep up to date records and procedure for JCQ onsite inspection
- To establish and maintain good relationships with all students, parents/carers, colleagues and other professionals
- To organise public and internal examinations including individual timetables for students, hall / room and invigilation requirements
- To co-ordinate invigilation for school and public examinations as required
- To ensure that examination papers and documentation are securely stored as per examination board requirements

- To liaise with examination boards and relevant staff in relation to internal assessments, examination timetable clashes and special requirements for SEN students
- To liaise with and follow up with Curriculum Leaders and relevant staff to ensure coursework, examination entries and other requests / changes are submitted within set deadlines
- To set up exam venues as per examination board requirements
- To co-ordinate the posting of coursework and examination papers
- To co-ordinate access arrangements with SEN Administrator for all internal and external exams
- To co-ordinate exam certificates and arrange for them to reach students either during a presentation evening or picked up
- To provide instructions and /or assist in relation to examination entries,
- To input examination entries and results into school database systems as required by the Assistant Head Logistics who is responsible for examinations.
- To co-ordinate with the Assistant Head Logistics the collection, entry and extraction of data required to ensure statutory returns, which are relevant to the area, are completed accurately and within deadlines
- To liaise with other schools in order to follow up missing data
- To provide training for staff relating to examination processes and protocols, and create instruction manuals to be used by staff
- To be available on results days and other days leading or after results days in order to process and issue examination results to staff and students as per examination board requirements and school policies and procedures
- To ensure that data protection regulations are complied with and maintained
- To establish, in liaison with the Assistant Head Logistics, contingency plans in case of emergencies including power cuts, adverse weather conditions, transport strikes
- To report technical faults relating to the school database systems and equipment to the ICT Manager following school reporting procedures, and to track progress of resolutions
- To be responsible for informing the bursary of the cost of each year's examination fees including resits, appeals and liaise with them on the payment of these fees according to the school's charging policy.
- To liaise with Site Staff to ensure that halls and rooms are available, and desks and chairs set out as required
- To be flexible in busy periods during exam time especially between April to the beginning of July
- To prepare and liaise with SLT regarding results day and enrolment and deal with the examination appeals process along with other colleagues
- To ensure that all administrative duties, checks and documentation are completed to the required level of accuracy including examination entries, returns and reports

#### **Assistant Teacher Support Role:**

To support the Teacher Support Manager as under:

- Effectively manage the day to day cover in school, whilst ensuring best value in the procurement of agency services.
- Supervising classes when not involved in formal exams and mocks
- Managing both planned and daily cover in accordance with the School's policy (Rarely Cover), and the 'Safeguarding' requirements and keep the diary of planned absences eg training courses and liaise with Assistant Head Logistics and the Headmaster's PA regarding planned absences.
- Liaising, when necessary, with supply agencies to recruit high quality supply staff when ad hoc supply cover is needed using the School's preferred agencies and ensuring best value.
- Effectively utilising the cover resources (eg cover supervisors and yourself) of the school for all teaching staff absences and to inform relevant staff of any changes to the cover list.
- The induction of supply teachers.
- Receiving communication from teachers and classroom based staff regarding their absence.

- Liaising with Heads of Departments and other members of staff to offer support with displays in classrooms
- Receiving, recording and dealing with requests for rooms and room changes.
- Supporting the member of the Assistant Head Logistics for examinations in collating information, statistics and the preparation of reports
- Maintaining manual and computerised records and filing systems
- Dealing with correspondence promptly and as required
- Being responsible for the examination budget
- Ensuring that financial procedures and activities are carried out as required by school policies and procedures such as placing purchase orders and authorising invoices for payment
- Support departments with displays, covering books and other administrative or supportive roles when it is necessary
- Carrying out whole school displays, keep display boards tidy and kept up to date.

#### Personnel:

- To line manage the invigilators and cover supervisors in the absence of the Teaching Support Manager
- To establish and maintain good relationships with all staff, students, visitors, contractors and examination boards
- To identify training needs of examination invigilators and organise appropriate development opportunities in liaison with the Bursar and Staff Development Officer
- To maintain attendance and training records for examination invigilators
- To ensure that the examination invigilators are paid according to the correct hours that they work and reference this for auditing purposes.
- To manage and coordinate the recruitment of examination invigilators as required
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#### General:

- To attend open days/evenings as required
- To attend relevant meetings and training sessions as required
- To keep abreast of developments and changes in fields relevant to role such as the examination, changes in syllabi and entry requirements, and communicate this to staff
- To attend school trips and visits when necessary and to support during days/weeks when the school is off timetable
- To assist in such duties and activities relating to any of the above areas appropriate to the grade as the Headmaster shall from time to time reasonably require

#### Employee Responsibilities

- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.
- The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

**Examinations Officer/Assistant Teacher Support Officer  
Person Specification**

ATTRIBUTES	ESSENTIAL	DESIRABLE
<b>Qualifications</b>	Good general standard of education with qualifications to at least 'A' level standard or equivalent	
<b>Experience</b>	<p>Experience of working in an office and data driven environment</p> <p>Experience of compliance with the requirements of regulatory bodies</p>	<p>Experience of working in a school environment</p> <p>Experience of working with young people</p> <p>Experience of examination administration or organisation</p>
<b>Knowledge</b>		<p>Knowledge or understanding of secondary school procedures</p> <p>Knowledge of examinations regulations or procedures</p>
<b>Skills &amp; Ability</b>	<p>ICT Skills (Intermediate Word, Excel, Microsoft Outlook, Powerpoint). Good analytical and numerical ability</p> <p>Excellent written and oral communication skills</p> <p>Good communication and interpersonal skills - working with staff, students and parents/carers</p> <p>High level of personal organisation, and the ability to work without close supervision</p> <p>Calm, confident attitude</p> <p>Ability to adapt quickly to different situations and a good level of common sense</p> <p>Ability to work in a team and on your own</p> <p>Experience of dealing with confidential issues</p>	<p>Knowledge of SIMS</p>



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Maidstone Grammar School, Barton Road, Maidstone, Kent ME15 7BT  
T: +44 (0)1622 752101 | E: school@mgs.kent.sch.uk | W: www.mgs.kent.sch.uk  
Founded in 1549 | Headmaster Mr M Tomkins BSc NPQH