



Simon Langton Girls' Grammar School

Examinations Officer/ Administration Officer

September 2023



Candidate Information Pack



Welcome

Thank you for your interest in applying for a position at our school.

We were founded in 1881, with a history that can be traced back as far as 1248, and the provision Simon Langton left for the 'perfection' of support for poor priests. Jump forwards nearly 800 years to a school that is striving to create the perfect environment for students and staff to work and learn together.

Today we are an exciting, vibrant, home to over 1300 students and staff. Set on a 14-acre site on the edge of Canterbury, and having completed a major rebuilding programme in 2021, we boast a modern campus to match our expectation and aspirations. From Years 7-11 we welcome girls, with external students competing to join our thriving mixed-sex sixth form. Together we strive for academic and pastoral excellence, supporting all students and staff to be:

- *ambitious in their dreams and thinking: driven to achieve their very best; focused on academic and personal self-improvement; achieving outstanding outcomes in any field*
- *confident in themselves and their abilities: stepping outside of their 'comfort zone'; demonstrating a willingness to show their capabilities to others; approaching difficult situations with careful planning and positivity*
- *independent in their mind and actions: original thinking; giving a voice and action to personal beliefs; making a positive difference to the lives of others*
- *creative in their problem-solving and imagination: producing work that demonstrates strong artistic accomplishment; navigating difficult problems or situations through preparation and planning; inventive and/or original in achieving outcomes*

If your drive and ambition matches ours, and you aspire to be a part of something very special, I invite you to apply to join the Langton Family.

Paul Pollard
Headteacher



Safeguarding

Simon Langton Girls' Grammar School recognises our statutory responsibility to safeguard and promote the welfare of all children. Safeguarding is everybody's responsibility and all those directly connected (staff, volunteers, governors, leaders, parents, families, and learners) are an important part of the wider safeguarding system for children and have an essential role to play in making this community safe and secure.

Simon Langton Girls' Grammar School believe that the best interests of children always come first. All children (defined as those up to the age of 18) have a right to be heard and to have their wishes and feelings taken into account and all children regardless of age, gender, ability, culture, race, language, religion or sexual identity, have equal rights to protection.

Simon Langton Girls' Grammar School recognises the importance of providing an ethos and environment within school that will help children to be safe and to feel safe. In our school children are respected and are encouraged to talk openly. We will ensure children's wishes and feelings are taken into account when determining what safeguarding action to take and what services to provide.

Please also be aware that all candidates invited for interview will be subject to online recruitment checks, in line with 'Keeping Children Safe in Education' recommendations.

We are looking to appoint an Examinations Officer to manage the exams processes across our school.

Are you an outstanding professional who models very high standards, has strong IT and data skills, excellent organisational skills and a keen eye for detail, if you are, we encourage you to apply! We invite both experienced and non-experienced applicants, for which the pay range will be as follows:

Non experienced applicants will be paid KR6 on appointment with the potential to move to KR7 over time.

Experienced applicants will be paid KR7 and will be issued a JD which reflects the responsibilities that come with this experience.

The Examinations Officer's key purpose is to manage the smooth running of all aspects of examinations throughout the school, internal and external, ensuring they are well planned, scheduled and executed. The successful candidate will manage all the administration and entry of public and mock examinations at all levels including GCSE and A Level. There will also be a requirement to manage the internal mock exams and in year entry tests.

Our Examinations Officer works closely with our Data Manager, site staff, subject leaders, leadership team and very importantly our team of examinations invigilators. They are responsible for ensuring the security and storage of students' exam papers, records and results and making arrangements for issuing of results as necessary.

This is a perfect opportunity for someone who is extremely well organised and enjoys a challenge with the changing demands of a school year.

This school is committed to safeguarding and promoting the wellbeing of all children, and expects our staff, peripatetic teachers and volunteers to share this commitment. An online search check will be carried out on shortlisted candidates, this is not part of the shortlisting process itself and all candidates will be provided with the opportunity to address any issues of concern that come up during the search at interview.



Job Information



Job Specification

Job Title: Examinations Officer/Administration Officer

Job Purpose: To take responsibility for the administration, organisation and smooth running of public examinations in accordance with the regulations laid down by examination boards. To provide administrative support within the curriculum support team.

Responsible to: Curriculum Support Manager

Salary: KR6 (KR7 for an experienced Examinations Officer, with changes to reflect the responsibilities)

Hours of Work: 37 hours per week (F/T), 40 weeks per year term time plus, 74 hours during school holidays to include days specific to exam result days i.e. day before and day of exam results.

Specific Accountabilities:

- To manage and administer all examination/test entries in collaboration with nominated member of SLT responsible for curriculum and examinations
- 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
- Responsible for the overall smooth running of internal and external examinations, ensuring that all related administration and preparation is undertaken
- Liaise with staff/Subject Leads re student examination entries

- Disseminate examination information to staff, students and parents / carers, including exam and invigilation timetables, guidelines and querying results
- Complete examination entries
- Ensure the secure storage of examination papers according to the relevant JCQ regulations
- Liaise with examination boards to ensure the accurate administration of all examinations, including ensuring compliance with examination board rules, coursework requirements
- Manage the school's external invigilators, including training and ensuring up-to-date information is provided to them
- In coordination with the Special Educational Needs and Disabilities Coordinator (SENDCo) implement examination access arrangements or reasonable adjustments for eligible candidates (appropriate arrangements for rooming, resourcing, facilitation, invigilation etc.)
- Manage the examinations budget
- Undertake examination invigilation, when required
- Responsible for recovery of monies from candidates or absentees
- Carry out administration tasks as required within the curriculum support team including providing occasional classroom cover supervision
- To undertake other support duties such as may be agreed from time to time
- Evaluate and improve own practice and take responsibility for personal professional development, maintain and update personal IT expertise to exploit the capabilities of the administration IT network
- Be committed to safeguarding and promoting the welfare of children and young people and follow the safeguarding policy





General accountabilities for all support staff:

- To undertake other support duties such as may be agreed from time to time
- Evaluate and improve own practice and take responsibility for personal professional development, maintain and update personal IT expertise to exploit the capabilities of the administration IT network
- Be committed to safeguarding and promoting the welfare of children and young people and follow the safeguarding policy
- To be aware of and comply with policies and procedures relating to child protection, health and safety, security and confidentiality, reporting all concerns to an appropriate person
- To contribute to overall ethos, work and vision statement of the school
- To undertake broadly similar duties commensurate with the level of the post as required by the Headteacher

Essential requirements:

- Good level of literacy and numeracy - NVQ Level 3 or equivalent
- Significant experience of working in a clerical/administrative role including contact with a range of customers/clients
- Ability to deal calmly, tactfully and effectively with a range of people
- Good sound knowledge and experience of administration processes including a range of computer applications – including word and excel
- Ability to work in an organised and methodical manner and maintain accurate records
- Ability to convey information clearly and accurately orally and in writing
- Ability to show sensitivity and objectivity in dealing with confidential issues
- Ability to prioritise and organise own workload and be able to meet deadlines
- Problem Solving Skills

Desirable requirements:

- Experience of working with young people, parents and families within an educational context
- Experience of communicating, both orally and in writing, to a range of individuals (e.g. students, parents, governors etc.)
- Knowledge and understanding of awarding organisations and the regulatory framework for administering examinations
- Knowledge of SIMS
- Knowledge of school policies and procedures relating to health, safety, security and confidentiality of data and equal opportunities



Person Specification



The purpose of this job and person specification is to indicate the general level of responsibility of the post. It is pointed out that the detailed duties may vary from time to time without changing the general character or level of responsibility entailed. There may be the need to provide assistance or undertake such other duties as may be reasonably assigned by the Headteacher or designated deputy.

- Applications for this post must be made via Kent-Teach
- Applications must be made by midday on Monday 2nd October 2023
- Interview date TBC
- For further details please visit the school website or e-mail Mrs Elaine Wall (H.R. Manager) ewall@langton.kent.sch.uk

Working at our school

Simon Langton Girls' Grammar School holds a deep-seated belief in education and lifelong learning. Effective collaboration, mutual support and professional challenge will underpin our ethos, to ensure that all children and adults are given every opportunity to fulfil their potential and succeed in life.

At Simon Langton Girls' Grammar School we have pledged our commitment to the DfE Wellbeing Charter, declaring our support for and to a set of commitments, to protect, promote and enhance the wellbeing and mental health of everyone.

We can offer you:

- Local Government Pension Scheme for support staff – with a generous employer contribution
- Teachers Pension Scheme for teaching staff – with a generous employer contribution
- Commitment to the School Teachers Pay terms and conditions for teaching staff (STPCD) and the KCC Blue Book terms and conditions for support staff
- Access to the Educational Support Line – offering practical and emotional support
- Access to a Cycle to Work Scheme
- Kent Rewards Scheme – local and national retailer discounts
- Additional holiday entitlement for 5 years + service (for support staff)
- Access to annual flu vaccination programme
- Ample onsite parking
- Friendly, supportive colleagues
- A supportive induction programme
- Continuous professional development and training to support the development of your skills
- To be part of a team that is passionate about delivering expertise and best practice to empower all our students



Working at our school



Equal Opportunities:

We are committed to equality of opportunity. We welcome applications from all suitable candidates, regardless of any protected characteristic for example race, gender, sexual orientation, disability or age. All applications are treated on merit. This includes applications from individuals wishing to work part-time positions.

Our recruitment process:

Applications will only be accepted from candidates completing the appropriate application form via Kent-Teach.com., or where used, other platforms. Please ensure you complete all sections of the form which are applicable to you as clearly and fully as possible.

Once the post has closed an interview panel will conduct the shortlisting process. Candidates are selected for interview based entirely on the contents of their application form; it is therefore important that you read all documentation provided alongside the advert prior to completing the form.

Once the shorting process has been completed, candidates who have been selected for interview will be informed. Once they have accepted the invitation to interview, they will be provided with full details of the interview programme. Candidates not selected for interview will be informed via email.

All candidates invited to interview will be required to complete a self-disclosure form and will be subject to an online search check. Please note the online search check will not form part of the shortlisting process and all candidates will be provided the opportunity to address any issues of concern that are identified when at interview.

All candidates who are invited to interview must bring the following original documents on the day of interview:

- Documentary evidence of right to work in the UK
- Visual identification which includes a photograph, usually a passport or photo driving licence
- Documentary proof of current name and address

- Where appropriate, documentation evidencing change of name
- Certificates of educational or professional qualifications that are necessary or relevant for the post

Offer of post will be made to the successful candidate as soon as possible, all unsuccessful candidate will be informed by email as soon as possible. All offers of employment will be conditional upon a number of formalities, including, but not restricted to:

- Verification of right to work in the UK
- Receipt of two satisfactory references
- Verification of identity checks
- Verification of qualifications
- Satisfactory enhanced DBS check, as well as additional checks that may be appropriate if you have worked or been resident overseas in the previous five years
- Satisfactory pre-employment health clearance
- A check against the Teacher Service Register for any teaching prohibition or restriction orders where you are applying for a teaching role or if you have previously held a teaching role in past employment

