



# **Cobham Hall**

## **Recruitment Pack**

### **Examinations Officer**

The UK's only Round Square Boarding and Day School  
for Girls aged 11-18 and Co-Education for Sixth Form









# Cobham Hall

Dear Applicant

Thank you for your interest in the position of Examinations Officer at Cobham Hall.

The post holder will lead the functions of the examinations service at the School to ensure it is fully compliant and meets the expectations set out by the Joint Council for Qualifications (JCQ) and Ofqual and meets quality standards. They will be responsible for the administration and organisation of all aspects of external examinations, including GCSE, IGCSE and A Level in accordance with the regulations laid down by the awarding bodies. They will also be responsible for overseeing the logistics and coordination of the School's public examinations and internal assessments whilst working closely with the Heads of Faculty/Department, and Housemasters/mistresses. They will also be responsible for managing trial and Year 12 end of year internal examinations.

We hope that this information will provide you with the information you need however, should you wish to discuss the position further do not hesitate to contact us via email, [vacancies@cobhamhall.com](mailto:vacancies@cobhamhall.com), or by telephone on 01474 823371.

Yours sincerely

Dr Patrick Drumm  
Director of Studies

## Pay and Benefits

Hourly rate £14.70.

The School also offers:

- Pension Scheme.
- An opportunity to develop your leadership skills with an eye towards further leadership.
- Comprehensive induction and on-going opportunities for Professional Development.
- Enthusiastic students, willing to learn.
- Small class sizes.
- Use of the School fitness room, tennis courts and swimming pool.
- Free onsite parking.
- Lunches and refreshments provided.
- Access to 150 acres of Grade II\* designed parkland.
- Staff members are eligible for up to 50% fee remission.
- Cycle to work scheme.
- Techscheme
- Electric vehicle charging points.

## Contact Time

Part-time - 16 hours per week, Monday – Friday flexibility in working arrangements will be required.



## Job Description

### Reports to: Head of Faculty

The post holder will be expected to have or develop a detailed knowledge of examination administrative requirements and will be responsible for the safe and secure management of examination materials and the School's examination data. The postholder must be able to work flexibly, especially as the main examinations season approaches, be able to plan, prioritise and manage their time effectively.

The post holder will liaise closely with the Student Support Department in respect of the successful assessment and administration of access arrangements for students with SEND.

The responsibilities of the Examinations Officer will include the following:

### Examinations

- Supporting the Headmistress in cooperating with the Joint Council for Qualifications (JCQ) Centre Inspection Service, an awarding body of regulatory authority when subject to an inspection, an unannounced visit or an investigation
- Liaising with all Heads of Department/Faculty regarding external entries and obtaining information for coordinating internal examinations
- Liaising with the Director of Studies over all aspects of external examinations
- Submitting entries for external examinations to awarding bodies in advance of deadlines
- Plan and organise the recruitment, training and management of the Invigilation Team
- Planning and organising the invigilation timetables Public Examinations
- Managing the collection and distribution of examination scripts
- Ensuring effective invigilation, including the coordination of remote invigilation for overseas students
- Overseeing the organisation of examination materials, providing safe custody of, and organising examination stationery and materials, including question papers, in accordance with regulations
- Managing the daily running of external examinations. This will include ensuring that all required materials are in the examination rooms for the start of the examinations and arrangements for candidates with access arrangements are in place.
- Organising the examination rooms, in accordance with regulations
- Providing a centre timetable to include dates, times and number of candidates
- Resolving examination clashes in accordance with regulations
- Briefing staff, parents and students on examination rules and requirements
- Briefing candidates and parents/guardians on examination regulations and timetables, ensuring candidates are aware of their own examination timetables

- Overseeing the process of (I)GCSE and A Level results days
- Overseeing the collation and distribution of examination certificates, submission of entries for GCE and (I)GCSE examinations, reviews of marking and any other correspondence from Examination Boards to students and the School
- Overseeing and invigilating external examination retakes
- Managing appeals, reviews of marks, missed examinations due to student illness, special considerations and access arrangements
- Directing GWT in relation to setting up digital resources for examinations
- Liaising with the Head of Student Support in respect of access arrangements assessments and recording
- Participate in internal and external training, updates and review sessions as required
- Staying up-to-date with, and implementing the guidelines and procedures laid down by Examination Boards, Ofqual and JCQ
- Organise Non-Examined Assessments (NEAs) and/or coursework

## Data

- Collation and dissemination of external and internal student examination data using iSAMS
- Collate additional examination results e.g. music examinations, LAMDA, DofE from relevant Heads of Faculty/Department

## Communications

- Managing parental and guardianship communications around external examinations
- Managing communications with the Finance Department on student disbursements
- Be responsible for the examinations budget to cover the disbursement of examinations fees and invigilation costs

## General

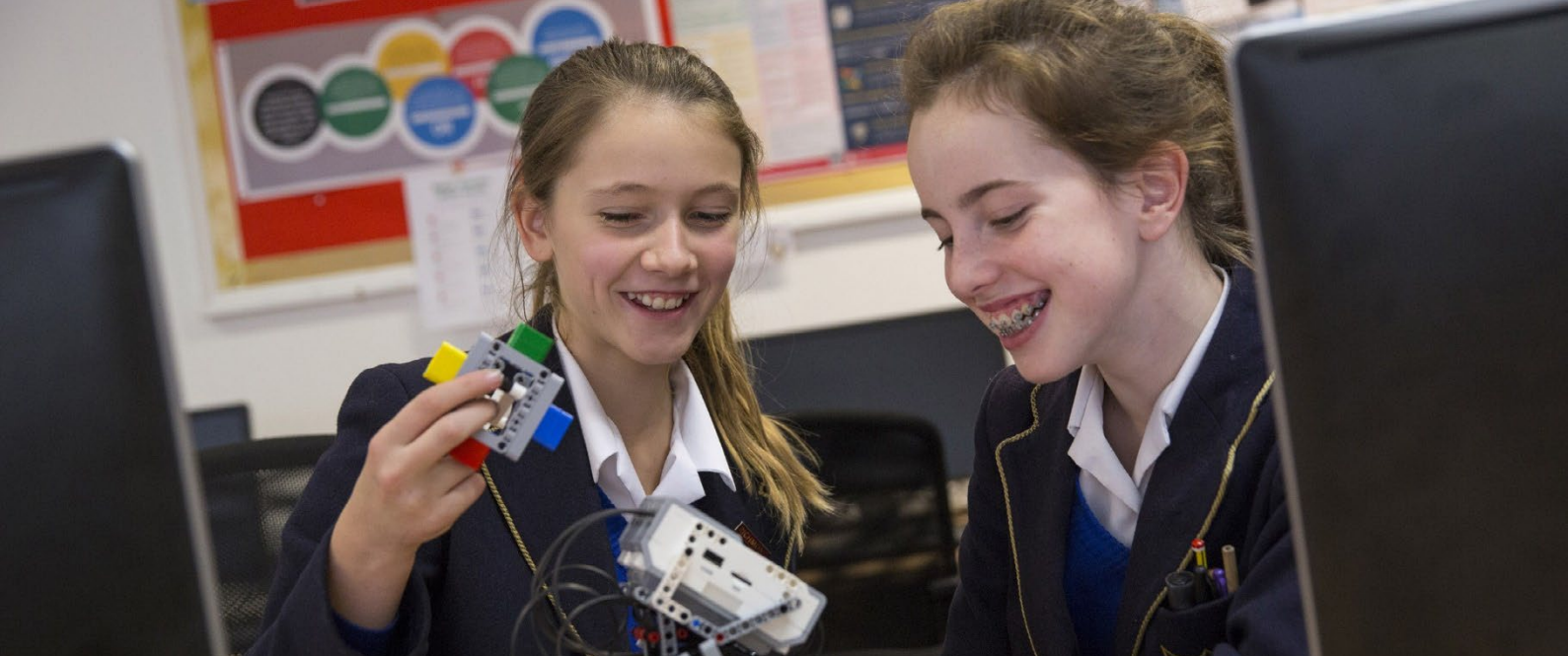
- Participate in training and development activities and programmes and attend and participate in meetings as required
- Comply with, and assist with the development of policies and procedures, and report all concerns to an appropriate person, in respect of:
  - Safeguarding
  - Health, safety and security
  - Confidentiality, and
  - Data Protection
- Perform any other duties as requested by the Headmistress, Deputy Headmistress or Director of Studies as commensurate with the post

This Job Description is not necessarily a comprehensive definition of the post. It will be reviewed and may be subject to modification at any time after consultation with the post holder.

## Interview

Details of the interview will be sent to shortlisted candidates. Interviews will take place before the closing date for suitable applicants and we reserve the right to appoint if a suitable candidate is found.

Closing date for applications: **9.00am on Tuesday, 18th June 2024.**



## Information about Cobham Hall

Cobham Hall is housed in a beautiful Grade 1 listed Tudor mansion built in 1584 and was at one stage home to the Ashes of cricketing folklore. The School is otherwise set in 150 acres of tranquil 18th Century park landscape in the pretty village of Cobham in Kent.

The School is within half an hour of central London via the High-Speed train service from Ebbsfleet International to London St Pancras and within an hour of the Channel ports of Dover and Folkestone by car.

Cobham Hall was founded in 1962 and is a single sex Boarding and Day school for girls aged 11 to 16 and Co-ed in the Sixth Form. It is a member of the Round Square network of schools and indeed when it became a member back in 1971 was, at the time, the first all-girls' school to join the network.

The Round Square IDEALS are central to the School's ethos, helping each student to realise that "there is more in you than you think": the School's motto. There is a high commitment to the personal wellbeing of each student and Cobham Hall is recognised as a leading innovator in this area.

The School's aim is to ensure that students leaving Cobham Hall are young individuals who can step into the world with confidence in their abilities, who are eager to embrace opportunities, and who have an understanding and practical experience of working alongside people from different backgrounds and cultures.

Our small class sizes ensure that each student is able to be supported on their educational journey and enables lessons to be dynamic and engaging.

For details about Cobham Hall please refer to the School's website at [www.cobhamhall.com](http://www.cobhamhall.com) where details of our most recent ISI inspection in 2023 can be found. The School is an equal opportunities employer. We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.





## HOW TO APPLY

- 1 For more information, and to apply, [please follow this link](#) to the Mill Hill Education Group job portal and select "Cobham Hall School" as your location.
- 2 Your application form should be completed in full by 9.00am on Tuesday 18<sup>th</sup> June 2024. Please note that we are unable to accept applications unless they are made on our own application form. Due to the large number of applications the School receives, please be aware that only shortlisted candidates will be contacted to be invited for an interview.

The Mill Hill Education Group is committed to safeguarding the welfare of children. The Group applies for an Enhanced Disclosure from the Disclosure and Barring Service (DBS) for all positions at the schools which amount to regulated activity. The role you are applying for meets the legal definition of regulated activity with children.

If you are successful in your application, you will be required to complete a DBS Disclosure Application Form. Employment with the schools is conditional upon the schools being satisfied with the result of the Enhanced DBS Disclosure. Any criminal records information that is disclosed to the schools will be handled in accordance with any guidance and/or code of practice published by the DBS. It is an offence for persons barred from working with children to apply for this post.

The Mill Hill Education Group is committed to Equal Opportunities and welcomes applications from all sections of the community.



There is more in you than you think



## Cobham Hall

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