



**Examinations Officer**  
**Meopham School**  
**Information**



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# Welcome

Dear Applicant,

Thank you for expressing an interest in joining Meopham School. I hope you will take a look at our website at <https://www.meophamschool.org.uk/> and take time to consider the information enclosed with this letter.

Meopham School is a vibrant and ambitious 11-18 school with a strong community ethos. This helps create a supportive and inspiring climate for success. Students at Meopham School are valued and nurtured as individuals. In April 2023 Ofsted awarded the school with a 'Good' grading in all areas, drawing attention to the fact that "pupils are proud to attend this inclusive and positive school. They value the supportive and nurturing relationships they have with staff."

We have exceptionally high standards where we value the hard work which makes it possible for every student and staff member to fulfil their potential. We are proud that visitors to our school often comment on the mature and courteous manner in which our students present themselves.

We are proud that Meopham students are also curious in their learning, resilient in overcoming difficulty, and are confident in evaluating their own progress. As a consequence they are ambitious to achieve academic and personal success, both in school and the world beyond.

To achieve our vision, we place the recruitment, retention and professional development of teachers as a top priority. We therefore seek well-qualified, highly skilled, and enthusiastic teachers, who have the highest expectations of both themselves and the pupils in their classes. We want teachers who enjoy working with young people of all abilities and differing needs.

Meopham School joined the Swale Academies Trust as an academy on 1st February 2013. This is made up of a group of schools, both primary and secondary, located in Kent and East Sussex.

We are unique in that we have all the benefits of a school in a rural setting, with the advantages of working as part of a larger Trust. We are involved in extensive outreach work across schools in Kent, both within the Trust and beyond. This means that we can offer you an invigorating professional environment in which to grow. We invite you to be part of our future success.

If you become part of our team we believe we could offer you a number of benefits. You would become part of something successful. We can offer an exceptional package of professional development, ranging from an acclaimed ECT induction programme, training through the nationally recognised Outstanding Teacher Programme, a Masters' Degree, and support for aspiring leaders and headteachers through the suite of National Professional Qualifications.

Meopham School is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. All posts are subject to an enhanced DBS check. As a school dedicated to the principle of equal opportunities, we aim to ensure that staff recruitment is fair and open to all regardless of age, social class, disability, religion, ethnic origin or sexual orientation within the context of the detailed person specification.

If you wish to apply please visit Kent Teach to submit your application as soon as possible. We look forward to receiving your application.



Mr Ethan Roberts  
Headteacher



# Job Description

**Job Title:** Examination Officer  
**Grade:** SAT D  
**Responsible to:** Headteacher/Head of School

**Purpose of the Job:**

To be responsible for the efficient and effective running of the administration of all internal and external examinations within the school, including liaising with staff, pupils, invigilators and examination boards.

**Main duties and responsibilities (Accountabilities):**

- Responsible for the overall smooth running of internal and external examinations, ensuring that all related administration and preparation is undertaken.
- Liaise with staff / Heads of Department re pupil examination entries.
- Disseminate examination information to staff, pupils and parents / carers, including exam and invigilation timetables, guidelines and querying results.
- Complete examination entries and securely store and send completed examination papers to external examination boards.
- Liaise with examination boards to ensure the accurate administration of all examinations, including ensuring compliance with examination board rules, coursework requirements.
- Organise the school's external invigilators, including training and ensuring up-to-date information is provided to them.
- Manage arrangements for internal examinations.
- Responsible for the preparation of examinations, including room set up, attendance registers, securely storing and checking papers, providing and checking seating plans and stationery.
- Make arrangements for the specific needs of individuals (e.g. SEN), external entrants who are not school pupils and for school pupils to sit examinations elsewhere.
- Provide data and analysis on examination entries and results.
- Manage the examination budget.

**Individuals in this role may also undertake some or all of the following:**

- Supervise / line manage other staff involved in examinations.
- Undertake examination invigilation.
- Responsible for recovery of monies from candidates or absentees.
- Liaise with Further Education Colleges.
- Any other admin duties primarily related to HR as directed

The duties / responsibilities of this post may vary from time to time according to the changing needs of the Trust services.

# Person Specification

Qualifications	Essential / Desirable
Good standard of general education (i.e. GCSE Maths & English or equivalent).	E
Level 2 or 3 Diploma (or equivalent).	D
Experience	
Significant administrative experience.	E
Recent and relevant experience of a busy school office or similar environment.	E
Previous experience of being an Exams' Officer	D
Skills & Abilities	
Good IT Skills.	E
Ability to prioritise and organise their own workload and be able to meet deadlines.	E
Good communication skills, both oral and written, to a range of individuals (e.g. students, parents, governors etc.)	E
Ability to work independently or as part of a team.	E
Working knowledge of Brom Com or other school based systems and Assessment Manager programs.	D
Knowledge	
Knowledge of the Google Suite of programs.	E
Knowledge and understanding of awarding organisations and the regulatory framework for administering examinations.	E
Knowledge of school policies and procedures relating to health, safety, security and confidentiality of data and equal opportunities.	E
Understanding of the issues surrounding the safeguarding of children and commitment to child welfare and safety	E



# Working at Meopham School

## Benefits

- Discounts with local and national retailers, cinemas and restaurants
- Enhanced Maternity Pay
- Local Government Pension Scheme – with a generous employer contribution
- Self Sacrifice Shared Cost AVC (Additional Voluntary Contribution) Scheme
- Employee Referral Recruitment Incentive
- Access to training and development
- On-site Parking

## Well-Being

- Employee Assistance Programme – Wellbeing and advice
- Cycle to Work scheme
- On-site Parking

# Finding Us

### Meopham School

Wrotham Rd, Meopham, Gravesend DA13 0AH

01474 814646

mss-reception@swale.at

### Closest Train Station: Meopham Station

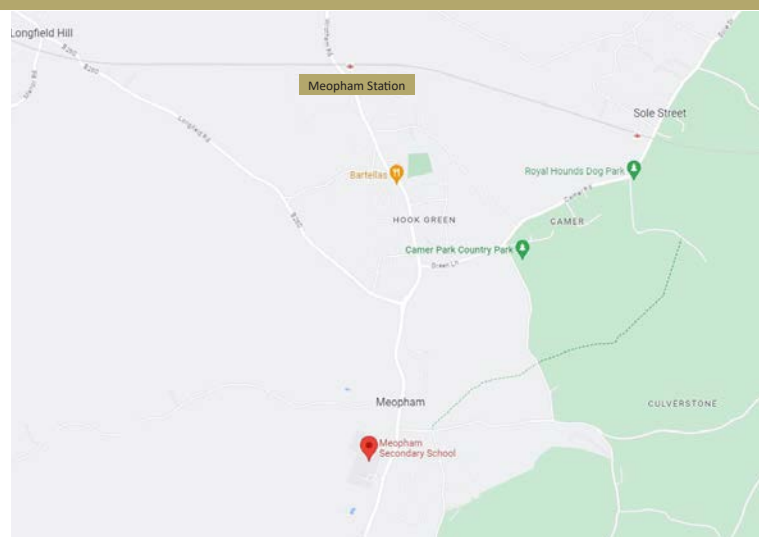
Approx. 35 minute walk or 9 minute Bus

### Closest Bus stop:

Secondary School -

223\*, 305\*, 306\*, 308\*, 311, 418R\*, 418W\*, 695\*, VIGO1\*

\*go to/from Meopham Station





# Meopham School Overview

## About Meopham School

Meopham School is a warm and fully-inclusive community set in the beautiful rural setting of the historic village of Meopham. At Meopham School, we strive to ensure all young people are nurtured to become aspirational and resilient in all areas of life. Students are encouraged to become respectful, tenacious, excellent young adults who go on to successful futures.

Our £14 million main school building opened in Spring 2018, and our new £9 million building opened in Spring 2024, offering eight new English classrooms, a Photography lab, a DT and Art suite and a fully equipped Performing Arts studio.

## Our Vision

At Meopham School, we work in unity to create an exciting future for every individual, by instilling a culture of tenacity and excellence that both respects and truly improves the lives of all those within our school community.

## Our Mission

Our mission at Meopham School is to provide our students with an excellent education through a fully inclusive and appropriately challenging curriculum that provides students with the creativity to meet the demands of an ever-changing world. We will create life-long learners by inspiring our students through outstanding lessons delivered by highly trained and qualified teachers. Through both a traditional academic curriculum at KS3 and KS4 and an ever-growing and highly-ambitious Sixth Form, students will make excellent progress and be encouraged to strive towards top-third universities, highly-sought degree apprenticeships or high-level employment.

Academic excellence is important, but we are also committed to instilling excellence in all aspects of our students' development. Our Culture and Ethos Strategy will establish a safe and stimulating learning environment, and develop tenacious young people who can overcome any barriers to learning and have a strong sense of moral purpose. Our students will go on to make a positive difference locally, nationally and globally.

Our Cultural Capital Pledge will develop our students into well-rounded, confident, excellent young adults who have the greatest respect for themselves and others and can thrive in all contexts. We are committed to promoting unity with our partners in the local area through an extensive Community Engagement Programme, which enriches our students' educational experience and establishes the school as a leading institution within Meopham, Gravesham and beyond.

We will empower our staff through an aspirational professional development programme, which provides meaningful and ambitious career routes for all staff. Meopham School will become a beacon of teaching excellence through its cutting-edge, forward-thinking pedagogy.



# Meopham School Overview

## Meopham School's TRUE Values

### Meopham School

Tenacity, Respect, Unity, Excellence

**Tenacity** - we do not give up when things get tough. We know that sometimes in life we face challenges and we recognise that these challenges are opportunities for growth. When life knocks us down, we pick ourselves up, we dust ourselves off and we try again. We believe in a bright future and that we create our own destinies. We don't expect things to be handed to us on a plate. It is our life and our responsibility to shape it in the way we want.

**Respect** - we demonstrate respect in all we do. We are respectful and courteous to everyone we meet. This is a non-negotiable. We celebrate our differences and champion our diversity. We have the greatest respect for ourselves, for others and for our surroundings.

**Unity** - as a school, we work for each other: we share in our successes; we support each other through challenges and we are all jointly responsible for the community we uphold. We are proud to be active members of our local village community, making a positive contribution to life in Meopham and beyond. We help each other to grow in confidence and support each other in shaping our own paths through life.

**Excellence** - we strive to be the very best in all our endeavours, whether that be academically, creatively, competitively or morally - we dream big and never put limits on ourselves or others. We are encouraged to think for ourselves and demonstrate independence. We develop excellence as a habit and recognise that talent isn't enough. True excellence is only achieved through practice and effort.





# Meopham School Overview

## Teaching and Learning - FIRE Strategies

Meopham School is particularly proud of its highly consistent approach to teaching and learning, which reflects our view that effective lessons will have FIRE at their heart:

**Feedback:** include appropriate and effective assessment and feedback opportunities;

**Inclusivity:** be fully inclusive and enable progress for all students;

**Retrieval:** allow opportunities for retrieval of key identified knowledge and skills;

**Engagement:** stimulate and encourage student curiosity, engagement and a love of learning.

**“Leaders have high aspirations for pupils and make sure that all experience effective teaching overall.”** (Ofsted April 2023)

## Curriculum

Our curriculum is broad and balanced, and students benefit from a wide suite of subjects designed to meet the needs of tomorrow’s world. Essential skills of literacy, oracy and numeracy are woven through lessons across the curriculum.

**“Across subjects, staff have strong subject knowledge and give clear explanations of lesson content. This was especially evident in teaching in the Sixth Form.”** (Ofsted April 2023)

## Inclusivity

At Meopham School we value children of all abilities, and offer a fully inclusive environment. We are especially proud of The Windmill, a specialist provision on-site for students with ASC.

We understand that every child is unique, and so we tailor our teaching and curriculum to help all students reach their full potential. Our aim is to ensure each pupil makes the greatest possible progress from their own individual starting point.

**“Leaders identify well the needs of pupils with special educational needs and/or disabilities (SEND). These pupils are well supported through the adaptations that teachers make for them in lessons.”** (Ofsted April 2023)



## The Application Process

Applications will only be accepted from candidates completing the appropriate application form. All sections of the form which are applicable to you must be completed as clearly and fully as possible.

Please note CVs will not be accepted in place of a completed application form.

Application forms can be found on the Kent-Teach website and applications should be made via this route. Alternatively, completed [SAT Application Forms](#) can be sent by email to [diane.mills@swale.at](mailto:diane.mills@swale.at) or by post to the following address:

Mrs Diane Mills  
Meopham School,  
Wrotham Road,  
Meopham,  
Gravesend  
DA13 0AH

## The Shortlisting and Interview Process

After the closing date for this post a panel will conduct the shortlisting process. You will be selected for interview based entirely on the contents of your application form, it is therefore important that you fully read the Job Description and Person Specification prior to completing your form. Meopham School may complete online checks of any candidates as part of the shortlisting process.

After the shortlisting process has been completed candidates who have been selected for interview will be informed, and provided with full details of the interview programme. If you have not heard from us within 10 working days of the closing date for this post, you have, on this occasion, unfortunately been unsuccessful.

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

- Documentary evidence of right to work in the UK
- Visual identification which includes a photograph, usually a passport or driving licence
- Documentary proof of current name and address
- Where appropriate any documentation evidencing change of name
- Certificates of educational or professional qualifications that are necessary or relevant for the post

## Conditional Offer

Any offer of employment will be conditional upon a number of formalities, including, but not restricted to the following:

- Verification of right to work in the UK
- Receipt of two satisfactory references
- Verification of identity checks and 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](#).



## **Safeguarding**

Our Trust has robust safer recruitment procedures to help prevent unsuitable people from working with children.

All individuals working in any capacity at our Trust will be subjected to safeguarding checks in line with the statutory guidance Keeping Children Safe in Education.

Swale Academies Trust schools will conduct an online check of shortlisted candidates in line with the Keeping Children Safe In Education guidelines.

## **Retention of information**

All information is stored securely and any information supplied by unsuccessful candidates will be destroyed through the confidential waste system after six months from the date of the interview, in accordance with our retention of records procedure.

## **Privacy Notice**

Please refer to the Trust's [Privacy Notice](#) for job applicants for information about how we use any personal data about them we hold.

# Overview of Swale Academies Trust

Since its creation in September 2010, Swale Academies Trust has developed into one of the South East's leading Multi-Academy Trusts.

Our purpose is to develop good and outstanding schools and ensure the rapid improvement of schools with challenges. As the Trust has grown and developed, we continue to ensure that effective school support and leadership is maintained. The Trust's approach to school improvement is based on a combination of CPD, capacity building and collaboration, with a relentless focus on teaching and pupil progress, in order to effect rapid and sustained improvements in outcomes for young people.

The Trust is an organisation which is driven by the belief that all children deserve a good quality education where they are seen as individuals and above all are exceptionally well cared for.

## **Primary**

- Beaver Green Primary School, Ashford
- Istead Rise Primary School, Istead Rise
- James Dixon Primary School, Bromley
- Langney Primary Academy, Eastbourne
- Parkland Infant School, Eastbourne
- Parkland Junior School, Eastbourne
- Regis Manor Primary School, Sittingbourne
- Shinewater Primary School, Eastbourne
- South Borough Primary School, Maidstone
- Westlands Primary School, Sittingbourne

## **Secondary**

- Meopham Secondary School, Meopham
- Peacehaven Community School, Eastbourne
- The Eastbourne Academy, Eastbourne
- The Holmesdale School, Snodland
- The North School, Ashford
- The Sittingbourne School, Sittingbourne
- The Turing School, Eastbourne
- The Whitstable School, Whitstable
- Westlands Secondary School, Sittingbourne

## **Central Support Services**

- Human Resource Team
- Finance Team
- ICT Team
- Estate Management
- Governance and Communications



