



Tunbridge Wells Girls' Grammar School

# Examinations Officer

Information for Candidates

Start: May/June 2026



# Welcome from the Headteacher



TWGGS is a forward-looking school embracing traditional values. We aim to provide pupils with a full and balanced education for life within a caring environment. Our consistent and outstanding academic record demonstrates this but, more importantly, reflects the commitment and qualification of our teachers supported by the hard work and determination of our pupils.

"The school has exceptionally high expectations of all pupils, which they consistently meet. Across the curriculum, pupils keenly engage in challenging subject content. Staff foster a love of each subject so that all pupils thrive in their phase and are well prepared for their next stages of learning. As a result, pupils enjoy school. They excel academically and flourish as well-rounded individuals."

Ofsted, September 2023

"Working together towards high standards is part of the school ethos which encourages every pupil to achieve their full potential in public examinations, sports and artistic, cultural and community pursuits. The special, successful community in which these activities take place allows pupils to feel supported, happy and safe, and it is one which we feel very privileged to be a part of. We look forward to welcoming you to TWGGS."

Katie Marchant, Headteacher

# Our Values



## **The confidence to achieve your full potential**

The motto of our school has long been 'Give your best' and it is an approach that we encourage our pupils to take in everything that they do. We believe our environment of mutual respect affords every member of the TWGGS community the confidence to achieve their full potential in all aspects of school life. Our approaches to teaching and learning support the individual needs of pupils, while we are sensitive and responsive to the wellbeing of every child.

- **Community**

Achievements and contributions are valued and celebrated in all areas, both in and out of school, encouraging our pupils to succeed in public examinations, sports, and artistic, cultural and community pursuits. We believe that parents and carers are key partners in nurturing our pupils and aiming for this success and we involve them at every stage. By participating in our extensive programme of enrichment beyond the classroom, each pupil is encouraged to enjoy the pleasure and rewards which come from the activities themselves and from the sense of community that they engender.

- **Challenge**

We have very high expectations of all members of the school community. Our pupils enter the doors with high baselines and, as a grammar school, we encourage them to push themselves to achieve their true potential. Our staff prepare challenging lessons, and content is constantly refreshed to remain contemporary. Throughout their time at TWGGS, we prepare young people for life beyond school, equipping them with the skills to become self-assured, engaged and responsible members of society, in a challenging and competitive world.

- **Character**

We value the individual and ensure that all pupils are catered for. Working together towards high standards is part of the school ethos and values, and we balance these high expectations with warmth and support. The wellbeing of all is at the heart of our approach, allowing pupils to feel respected, included, secure and, above all, happy. With happiness comes the self-confidence to strive and achieve, both academically and personally.

# Job Profile



## Examinations Officer

Responsible to: Deputy Headteacher  
Responsible for: Line management of Examinations Assistant and Invigilation Team

Kent Scheme F £30,404 - £33,752  
37 hours per week full time  
Hours: 8:00am-4:00pm, Monday to Thursday  
8:00am-3:30pm on Friday

### 1. Job Purpose

- To lead, manage and be responsible for managing the effective and efficient administration of external examinations in accordance with the Joint Council for Qualifications (JCQ) regulations (on behalf of the JCQ member awarding bodies) and/or awarding body rules for exams administration in a consistent and secure fashion, thereby helping to maintain the integrity of the assessment process
- To lead and manage internal mock examinations for exam year pupils within the centre
- To support the Head of Centre/DHT Exams 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 exam administration processes are strictly followed and key deadlines met

- Support the Head of Centre in taking all reasonable steps to prevent the occurrence of any malpractice/maladministration before, during the course of and after examinations have taken place
- To communicate with the Senior Leadership Team, Curriculum Leaders, teaching staff, parents, pupils and examination boards.

### 2. Main Duties and Responsibilities - Public Examinations

#### Before Examinations:

##### Planning:

- Brief candidates/staff/parents/carers on examination regulations and requirements
- Manage arrangements to receive, check and store confidential question papers and examination material safely and securely at all times
- Manage potential conflicts of interest
- Contribute to the creation/review/update of exam-related policies/procedures as required by the regulations.

##### Entries:

- Enter candidates for an examination in accordance with the awarding bodies' published procedures and published deadline for that qualification.

##### Pre-Exams:

- Manage the arrangements for the timetabling, rooming, seating, and resourcing of examinations in accordance with the regulations
- Prepare and deliver assemblies to exam year groups.

# Job Profile



## Cont'd.

- Assist where necessary with the submission of coursework and NEA centre marks and the dispatch of samples and associated paperwork on time
- Recruit, train, organise and line manage a team of Exam Invigilators
- Liaise with the SENDCO to ascertain which pupils require access arrangements and make arrangements for these to be facilitated during the exam season.

### During Examinations:

- Effectively manage the conduct of all examinations in accordance with JCQ regulations and/or awarding body rules
- Submit the Invigilator hours worked spreadsheet to the Bursar for timely processing of their pay
- Submit all applications for special consideration in collaboration with the Deputy Headteacher (Exams) by the awarding body deadline date.

### After Examinations - Results and Post-Results:

- Ensure candidates and relevant internal stakeholders are aware of processes, key dates and deadlines in relation to the issue of results and the arrangements for post-results services
- Plan, prepare for, and manage the restricted release of results and the distribution of provisional statements of results in accordance with JCQ regulations and/or awarding body rules.

### Other Exam-related Tasks:

- Collect all internal examination requirements from Curriculum Leaders at the start of the academic year; prepare all internal exam timetables (except Y10)

- Carry out relevant data checks (i.e. June and September DfE checking exercises) as required throughout the school year
- To identify continuous professional development needs in relation to exams.

## 3. Management

- To supervise and manage the Examinations Assistant
- To supervise and manage the entire invigilator team.

## Other Responsibilities

- To ensure school equipment and records relating to this role are appropriately stored and secured
- Readiness to undertake appropriate training.

## Experience / Skills Requirement

- Excellent organisational and time management skills, with the ability to manage multiple tasks effectively
- Strong attention to detail and accuracy
- Excellent communication skills with the ability to communicate with, and gain the confidence of, young people
- Ability to work under pressure and to deadlines
- Able to work proactively, independently and as part of a team
- Ability to prioritise
- Ability to multitask and be flexible
- Ability to navigate websites and find information
- Computer literate, particularly Word and Excel.

## Benefits of working at TWGGS

- Local Government Pension Scheme
- Access to training and development
- Discounts with local and national retailers, cinemas and restaurants
- Free tea and coffee
- On site parking
- Health Assured Employee Assistance Programme - wellbeing and advice
- Cycle to work scheme
- Free lunch on parents' evenings and on your birthday
- From 2026-27 admissions, 'Daughters of staff' is category 5 of our admissions criteria - daughters of permanent members of staff (minimum 0.5FTE) who have passed the Kent Test, with the staff member having at least two years' service at the time of application for admission is made or if the member of staff has been recruited to fill a vacant post for which there is a demonstrable skill shortage

TWGGS is a diverse and inclusive school and we aim to recruit talented individuals from all backgrounds who add value to our pupils and who share our vision and ethos. We are committed to safeguarding and promoting the welfare of children. As such, the successful applicant will be required to undertake a criminal record check via the Disclosure and Barring Service (DBS).

- At least one member of each interview panel will have completed Safer Recruitment Training and understanding of child safeguarding will be asked at every interview.
- References will be taken up at the selection stage and an enhanced DBS is required for all applicants.
- We will also carry out online searches for all shortlisted candidates related to suitability to work with children.

# How to apply



The closing date for applications is **Wednesday, 25th February**

Interviews will be held **Wednesday, 4th March**

Application forms should be completed in full and applicants should directly address the skills and experience outlined in the person specification.

Further information about TWGGS and an application form can be found on our [website](#).

Please contact Mrs Harold, Headteacher's PA at [admin@twggs.kent.sch.uk](mailto:admin@twggs.kent.sch.uk) for further information.



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