



Simon Langton Girls' Grammar School

# Examinations Officer / Administration Officer

June 2026



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 would welcome 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.

## JOB INFORMATION

We are seeking to appoint a dedicated and enthusiastic examinations officer / administration officer to lead the management of examination processes across our school, and to support our curriculum support manager.

This is an exciting opportunity for an organised and committed professional who takes pride in accuracy, thrives on responsibility and enjoys working in a busy school environment. If you demonstrate high professional standards, have strong IT and data skills, excellent organisational abilities and a keen eye for detail, we would love to hear from you.

We welcome applications from both experienced candidates and those looking to develop their career in examinations and administration:

- Non experienced applicants will be appointed on Kent Scheme (KS) D, with the opportunity to progress to KS E over time as experience develops.
- Experienced applicants will be appointed to KS E and provided with a job description that reflects the additional responsibilities associated with this level of experience.

The key purpose of the examinations officer is to ensure the smooth and effective running of all examinations within the school, both internal and external. This includes the planning, scheduling and delivery of public and mock examinations at all levels, including GCSE and A Level, as well as the coordination of internal mock examinations and in-year testing.

You will work closely with a wide range of colleagues, including the curriculum support manager, site staff, subject leaders, the leadership team and our valued team of examinations invigilators. The role carries responsibility for the secure storage and handling of examination materials, records and results, and for making appropriate arrangements for the issuing of results.

During quieter examination periods, you will also provide administrative support within the curriculum support office and offer assistance to other departments as required, making this a varied and rewarding role. During peak examination periods, the role may occasionally require working longer days in order to ensure examinations are delivered smoothly and safely. Any additional time worked will be credited and taken as time off in lieu (TOIL) during quieter periods of the school year.

This position would suit someone who is highly organised, adaptable and motivated, and who enjoys the challenge and variety that comes with the changing rhythms of the school year.

·Hours: 37 hours per week

·Working weeks: 40 weeks per year (term time plus 74 additional hours during summer holidays (there may be a need for some summer holiday working to transfer to October holiday period). The examinations officer must be available to work during examination results processing days in August of each year.

·KS D starting salary: £25,059 pro rata (FTE range £27,904 – £29,020)

·KS E starting salary: £26,193 pro rata (FTE range £29,167 – £30,934)

If you would like to discuss the role informally, please contact Mrs Elaine Wall (HR manager) at: [ewall@langton.kent.sch.uk](mailto:ewall@langton.kent.sch.uk)

**Closing date for applications: Midday, Friday 26<sup>th</sup> June 2026**

Please note that we do not accept CVs and reserve the right to close this vacancy early should sufficient applications be received.



# Job Specification

**Job Title:** Examinations and Administration Officer

**Job Purpose:** To coordinate the efficient administration, organisation and delivery of internal and external examinations in line with Joint Council for Qualifications (JCQ) regulations and awarding body requirements. To provide administrative support within the Curriculum Support Team, ensuring effective and timely delivery of processes that support teaching and learning.

**Responsible to:** Curriculum Support Manager

**Salary:** Kent Scheme Grade D/E

**Hours of Work:** 37 hours per week (F/T), 40 weeks per year (term time, plus 74 hours during school holidays)

The postholder will be required to:

- Work flexibly during key examination periods
- Be available during GCSE results days in August
- Work additional hours in summer, which may transfer to October half term
- During peak examination periods, the role may occasionally require working longer days in order to ensure examinations are delivered smoothly and safely. Any additional time worked will be credited and taken as time off in lieu (TOIL) during quieter periods of the school year.

## Specific accountabilities examinations officer

Exams administration:

- Coordinate all examination entries in line with awarding body requirements and deadlines
- Maintain accurate candidate records and ensure data integrity
- Liaise with subject staff regarding entries, amendments and coursework requirements
- Produce and distribute examination timetables for students, staff and invigilators
- Act as the main point of contact for examination boards and related communications
- Lead on the organisation, preparation, and administration of in-house testing and assessments including responsibility for Kent Test administration.
- Home and out-of-area testing - arranging and coordinating alternative testing provisions, including securing off-site venues and assigning invigilators for students requiring home invigilation or out-of-area examinations.

#### Compliance and regulations:

- Support the Head of Centre in maintaining compliance with JCQ and awarding body regulations
- Ensure examination materials are securely stored and handled in accordance with regulations
- Maintain up-to-date professional knowledge of JCQ regulations, examination board requirements, and associated procedures, engaging in ongoing CPD and training to ensure best practice and compliance across all areas of examinations administration.
- Contingency and Malpractice -Detailing the handling of emergency evacuations, exam room disruptions, and the reporting of suspected malpractice to exam boards.

#### Delivery of examinations:

- Coordinate the smooth running of all internal and external examinations
- Organise appropriate examination venues, seating plans and resources
- Respond to queries regarding examinations and results from students, staff and parents
- Work closely with the SENDCo to coordinate, administer, and maintain accurate records of access arrangements in line with current JCQ regulations and requirements, ensuring full compliance and timely submission of evidence.
- Timetable clashes - specifying the management of timetable clashes, including student isolation and arranging overnight supervision when necessary.

#### Invigilation management:

- Arrange and coordinate invigilation cover
- Provide guidance and updates to invigilators
- Undertake invigilation duties where required
- Invigilator recruitment and training - clarifying responsibility for the actual hiring, onboarding and mandatory annual training of the invigilation team.

#### Results and post results services:

- Coordinate results days, ensuring accurate and timely distribution of results
- Manage post-results services (e.g. reviews, appeals) in line with awarding body processes
- Certificate management - including the secure receipt, logging, distribution and archiving of physical exam certificates later in the autumn term.





#### Financial administration:

- Support the monitoring of the examinations budget
- Process examination-related expenditure and income, including recovery of fees where appropriate

#### Specific accountabilities curriculum support administration

- Staff cover/flexibility - being prepared to cover for absent colleagues within the Curriculum Support Team, invigilation team or elsewhere at short notice to ensure continuity of service.
- Provide classroom cover supervision
- Carry out duties as required by the curriculum support manager

#### **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 undertake first aid and administering medicines training, if required
- 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

The postholder is expected to demonstrate initiative, sound judgement, discretion and the ability to manage competing priorities in a fast-paced environment and to hold the following qualities:

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/excel
- Ability to work in an organised and methodical manner and maintain accurate records
- Ability to convey information clearly and accurately, both orally and in writing, to a range of individuals (e.g. students, parents, governors etc.)
- 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:

- Knowledge of examination processes and awarding bodies
- Experience of working with young people, parents and families within an educational context
- Knowledge and understanding of awarding organisations and the regulatory framework for administering examinations.
- Knowledge of Bromcom
- Knowledge of school policies and procedures relating to health, safety, security and confidentiality of data and equal opportunities.

A close-up photograph of a hand holding a blue pen, writing on a spiral-bound notebook. The notebook has a grid pattern and some faint blue handwriting. The background is a plain, light-colored surface.

# 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 Friday 26<sup>th</sup> June 2026**
- Start date : 1<sup>st</sup> September 2026
- For further details please visit the school website or e-mail Mrs Elaine Wall (H.R. Manager) [ewall@langton.kent.sch.uk](mailto:ewall@langton.kent.sch.uk)



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.

## 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)
- Annual Staff Wellbeing Day
- 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 shortlisting 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

