



**TheNorth**  
school

**Examinations Officer**  
**The North School**  
**Information**



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# Welcome

Dear Applicant

Thank you for expressing an interest in the advertised Examinations Officer post at The North School. We hope this information will give you a flavour of what it is like to be part of our successful school. You are very welcome to come and visit us during the school day to see for yourself why we are so proud of our school community and all those who contribute to it, prior to applying.

The North School is a large non-selective secondary school in Ashford which is at a very exciting point in its journey, being a popular choice for parents and students within the area. The school has excellent facilities, including large open green spaces and the oldest school farm in Kent which is well stocked with all types of animals and has a very successful Young Farmers Club. The school has a dynamic team of staff who are committed to driving standards within the school, supported by our highly visible Senior Leadership Team.

At The North School we aim to maximise the potential and future life chances of all our students and have extremely high expectations. Our ethos is centred around our belief that students should be able to learn in a well ordered and engaging environment and that they should attempt all their work to the very best of their ability at every point in their learning and development from Year 7 right through to post-16 study in our very popular Sixth Form. We are dedicated to rounded student development so our students become resilient, independent, happy and confident learners who leave school with the right skills and qualifications for the world they are growing into.

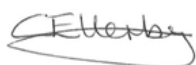
Our committed and collegiate team of staff welcome and support all new members of the school community, whether students, parents or staff. They promote our school values across all aspects of school life and actively seek opportunities to engage students with their learning and development both inside and outside the classroom. Our teams work collaboratively to plan the learning and are the experts delivering their subject through the broad and balanced curriculum, from Year 7 through to Sixth Form.

The school provides an exciting opportunity for educational professionals to make a significant difference to the lives of pupils and also develop their own career. We are very proud of our collaboration with the Swale Academies Trust and together with the Trust we work relentlessly to continually improve the school experience for all our students. We expect our staff to engage with research and CPD opportunities to continually refine their practice as we firmly believe that every child deserves access to the highest standards of teaching and learning. In addition, there are opportunities for career development and leadership roles throughout our school and the schools based within Swale Academies Trust.

We therefore seek well-qualified, highly skilled, and enthusiastic individuals, who have the highest of expectations of both themselves, the staff and the students in their classes. You should possess excellent communication and organisational skills, be hard-working and flexible. We want professionals who can contribute to the school's overall success, displaying energy and enthusiasm across aspects of school life.

Please do not hesitate to contact us if you have any questions or would like to know more about the role. We very much look forward to receiving your application.

Yours sincerely



MRS CLAIR ELLERBY  
Headteacher

# Job Description

**Job Title:** Examination Officer  
**Grade:** SAT D  
**Responsible to:** Headteacher

## **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.

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 The North School

## Benefits

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

## Well-Being

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

# Finding Us

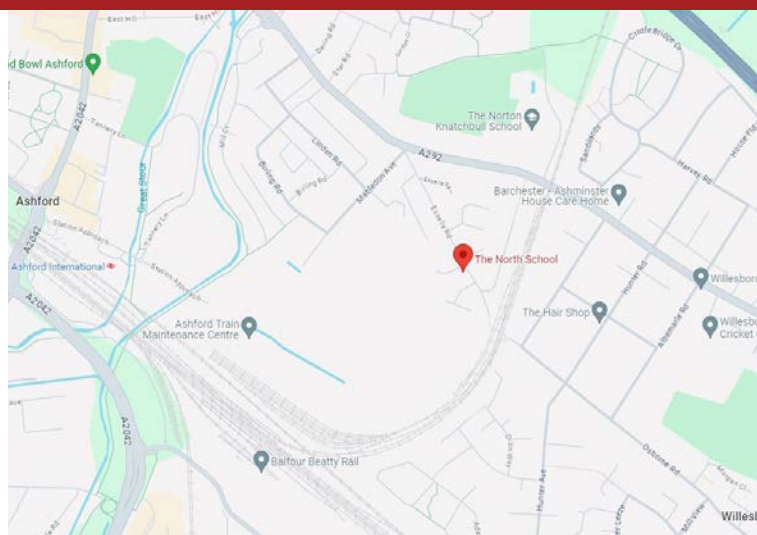
**The North School**  
Essella Road, Ashford, Kent TN24 8AL

01233 614600  
TNS-Office@swale.at

**Closest Train Station: Ashford International Station**  
Approx. 18-minute walk or 15-minute Bus

### Closest Bus stop:

**The Norton Knatchbull School** - 2, 10, 10A, 11A, 18A, 125, 666, 964, 968, C Little & Often, HS1, WS2  
**Mabledon Avenue** - 2, 2A, 10, 10A, 10E, 10X, 11, 11A, 18A, 125, 666, 964, 968, C Little & Often, HS1, WS2





## **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 [debbie.fuller@swale.at](mailto:debbie.fuller@swale.at) or by post to the following address:

Mrs Debbie Fuller  
The North School  
Essella Road  
Ashford  
Kent  
TN24 8AL

## **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. The North 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.

Swale Acadmies Trust is committed to fostering a diverse and inclusive workplace where everyone feels valued and respected. We actively seek applications from individuals from all backgrounds and experiences.

# 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.

## Swale Academies Trust - Schools

### 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

# Swale

## ACADEMIES TRUST



### OUR MISSION

A family of schools that **supports, inspires and empowers** everyone to be their best.

### OUR VISION

A sustainable future where **every individual thrives** through personalised learning and opportunities that instil a sense of belonging and purpose.



#### Excellence

We pursue the highest standards, with the focus on continuous improvement and excellent pupil outcomes.

#### Integrity

We are honest and treat individuals fairly, acting in the best interests of our pupils.

### OUR VALUES

#### Collaboration

We work together to achieve more than we could individually, sharing good practice and learning.

#### Agility

We are curious and innovative, embracing both challenge and change.

#### Empathy

We actively listen to understand another person's experience, nurturing an inclusive environment.



# Swale ACADEMIES TRUST

