



Exams Officer

Information for Candidates

www.gadshill.org

Gad's Hill School is seeking – as soon as available - a highly organised and meticulous Exams Officer to manage the administration and delivery of all external GCSE examinations. As a small independent day school with cohorts of approximately 30-35 pupils, the role is focused exclusively on public examinations and offers the opportunity to work closely with senior leaders, teaching staff and examination boards to ensure a smooth and compliant examination process.



The Gad's Hill Curriculum

Gad's Hill is an independent day school for boys and girls aged three to sixteen years, located near Rochester, Kent. Based within the former home of Charles Dickens, the School is ideally situated with easy access to the M2 motorway and high-speed rail connections to London. The School combines modern facilities with timeless values. The Lower School occupies purpose-built accommodation opened in 2013. The Upper School occupies Charles Dickens' former home, along with a range of other buildings including accommodation for specialist and practical subjects. At the present time, the School has about 330 pupils on roll and employs around 90 staff, approximately 40 of whom are qualified teachers.

Our Mission

Our mission is to enable our students to enjoy school, to achieve good academic qualifications and to develop those personal attributes and qualities which will guide them on their journey through life.

Our Vision

Our vision is to be the first-choice independent school for families in Kent who value a well-rounded education for their children. It is our intention that our pupils leave Gad's Hill as confident, mature, articulate, pleasant and self-reliant young people who are well equipped to enter the world through a university education or career of their choice.

Our Values

Gratitude

We appreciate our and each other's worth and the opportunities we have.

Respect

We value ourselves and each other; showing courtesy, listening, and following rules.

Equality

We value our diversity and treat ourselves and each other fairly and with kindness.

Aspiration

We make choices which support ourselves and each other in being the best we can.

Tenacity

We show curiosity, resilience, and determination in all that we do.

Our Ethos

We believe that children do well when they are happy at school and at Gad's Hill we pride ourselves on providing a friendly environment, where enthusiasm and hard work are the foundations for achieving success.

There is more to life than exam results alone and while Gad's Hill enjoys the reputation of receiving good GCSE results this is not our sole focus. We want to offer our pupils a foundation in life, working with them to become confident, motivated and articulate young people ready for the next stage in their education and life beyond.

Structure and Nomenclature

The School is structured as follows:

| Section | Year Name | NC Year |
|--------------|-----------------------|-----------|
| Lower School | KN | Nursery |
| | KR | Reception |
| | K1 | Year 1 |
| | K2 | Year 2 |
| | J3 | Year 3 |
| | J4 | Year 4 |
| | J5 | Year 5 |
| | Lower Shell | Year 6 |
| Upper School | Upper Shell | Year 7 |
| | Lower 4 th | Year 8 |
| | Upper 4 th | Year 9 |
| | Lower 5 th | Year 10 |
| | Upper 5 th | Year 11 |

The Gad's Hill Curriculum



Our History

Gad's Hill Place is world-famous as being the former home of author Charles Dickens, who lived here from 1856 until his death in 1870. It is here that he penned his classic novels "*Great Expectations*" and "*A Tale of Two Cities*".

In the 1920s Gad's Hill Place was converted into a school for girls and in September 2001 the school became fully co-educational, admitting boys throughout. Gone, however, are the days when the school could be housed solely in an 18th century country manor house. In recent years the School has developed the site, against the backdrop of the historic house. After a lengthy process, planning consent was finally secured in July 2010 to develop entirely new accommodation for the whole School.

Phase I (built) is the Lower School along with a number of whole-school facilities. Phase II (not yet under construction) will be new accommodation for the Upper School.

The Present

Our new building is now the established home of the Lower School, along with a number of facilities used by pupils of all ages: a music suite, sports hall, theatre and catering and dining facilities. These facilities provide future generations of pupils, aspiring sports stars, budding young musicians and actors with the resources that they need to thrive and excel.

The Future

We have recently commenced formal pre-application consultation with Gravesham Borough Council on a proposed project that will see the demolition of a mix of buildings erected through the School's history, and the construction of a new Upper School. Once the new Upper School is complete, we hope to see the historic house used as a heritage and educational resource, celebrating the life and work of Charles Dickens.

The Gad's Hill Curriculum



The School

Gad's Hill School operates as three distinct departments within one school. The Kindergarten takes children from age three in our Nursery through to Year 2. Here, alongside the foundation in literacy, numeracy, sciences and humanities, there is a strong emphasis on play, physical education, music and drama with all pupils performing in a number of short productions each year. The school places particular emphasis on communications and therefore pupils from Reception upwards receive twice weekly lessons in Spanish and also Computing.

The Junior School is currently two-form entry from Years 3-6. Our Junior pupils receive a high proportion of lessons with subject specialists; in particular Modern Languages (Spanish), DT, Computing, Art, Music, Science & Games. By Years 5 and 6 nearly all lessons are delivered by specialist tutors. In sport our students have the opportunity to represent the school in fixtures against other schools.

Our school is located geographically within a selective secondary system and historically many of our pupils would leave to attend grammar schools at the end of Lower Shell (Year 6). However, in the last few years, the growing success of our Charles Dickens Scholarship Award, providing financial assistance to the most able pupils from our own Junior School and many from the wider community, has resulted in the development of highly capable and aspirational cohorts at Key Stage 3. Our strength is to make the most of our small class sizes and supportive atmosphere to add significant value to every individual.

The Upper School generally has a two- or three-form entry. The curriculum is relatively broad, with all pupils taking a spread of subjects including Art, DT, Food & Nutrition, Spanish, Computer Science, Music and Drama. Students choose a range of options at the conclusion of Year 8. They follow a core of Maths, English (Literature & Language), Separate or Combined Science and CCF (comprising BTEC Teamwork & Personal Development and Institute of Leadership & Management diplomas). As options they may choose from History, Geography, Spanish, Art, Food & Nutrition, DT, Computer Science, Music, Drama and PE, and in recent years we have supplemented these options with Psychology and Statistics exam courses for our increasingly able cohorts.

At present there is no sixth form education at Gad's Hill and pupils currently depart for local schools, colleges or other independents. In recent times we have partnered with the University for the Creative Arts and several of our leavers have commenced Extended Diploma courses with them.

The Gad's Hill Curriculum



The Ethos

The Headmaster, Mr Paul Savage, was appointed in August 2018, having previously occupied the role of Head of Upper School. His vision is to provide generations of pupils with all the opportunities and individual care and guidance that an independent school can provide, but underpinned by a passionate commitment to the evaluation and refinement of quality teaching and learning, based on the latest educational research.

Our Curriculum Intent

Gad's Hill School's One Curriculum is an ambitious and challenging curriculum for a child's educational journey from 3 to 16. It is designed to deliver strong outcomes in a broad range of GCSE subjects and other valuable areas of achievement, allowing leavers to progress to their first choice of further study and equipping them with the teamwork, independence and leadership skills necessary for rewarding careers and adult life.

The One Curriculum covers issues of critical importance on a global scale, as well as reflecting the rich history and cultural diversity of Medway, Kent and the South East of England. The curriculum favours opportunities to make learning enjoyable and incorporates significant

The school achieves good academic results with the vast majority of pupils leaving Gad's Hill to attend their first-choice sixth form destination, but Gad's Hill is not an academic hot-house. We place a priority on our children enjoying school and one way in which we do this is to ensure that there are ample opportunities to experience drama, music, competitive games, swimming, trips, visits and CCF to keep our children occupied, challenged and inspired. Most of these things never appear in a league table but we believe that by ensuring children enjoy their time here they are much more likely to contribute in all aspects of their school life and this benefits the academic side too.

At Gad's Hill we pride ourselves on being a small friendly school, where academic success is valued along with the recognition that there are many other ways in which a good school will prepare a child to live their lives. The joy and agony of team games, the discipline and concentration of learning an instrument, the confidence and challenge of performing to an audience, the awareness of the complex world around them, the care and concern for others and the opportunity to shape their destiny.

opportunities for speaking and listening to produce articulate and thoughtful young people who are capable of empathy for others and keen to serve their community.

The curriculum allows for learning to be supportive and personalised, taking advantage of the high levels of expert guidance within each classroom, while still offering excellent value for money in its delivery. Through the school's curriculum, children learn how to look after their own wellbeing and develop compassion for the wider world.

The Role: Exams Officer

The Purpose of the Role

Gad's Hill School is seeking – as soon as available - a highly organised and meticulous Exams Officer to manage the administration and delivery of all external GCSE examinations. As a small independent day school with cohorts of approximately 30-40 pupils, the role is focused exclusively on public examinations and offers the opportunity to work closely with senior leaders, teaching staff and examination boards to ensure a smooth and compliant examination process.

The Exams Officer is responsible for the end-to-end administration of the annual GCSE examination cycle, ensuring that all examination entries, access arrangements, NEA coursework submissions, examination timetables and regulatory requirements are managed accurately and in accordance with JCQ and awarding body regulations. The successful candidate will play a key role in safeguarding the integrity of the examination process whilst providing excellent support to students, staff and parents.

This is a part-time, year-round position. Whilst much of the administration can be undertaken flexibly and remotely during quieter periods of the academic year, attendance on site is essential during the examination season, particularly from April to June, when examinations are taking place. The role is well suited to a highly organised individual who can work independently, manage deadlines effectively and maintain absolute attention to detail.



Key Accountabilities

Examination Administration

- Act as the school's designated Exams Officer for all external GCSE examinations.
- Manage the annual cycle of examination administration from planning through to results and post-results services.
- Maintain an annual examinations calendar and ensure all key deadlines are met.
- Coordinate and submit examination entries, amendments and withdrawals with awarding bodies.
- Maintain accurate candidate records and examination data.
- Produce and distribute examination timetables for students, parents and staff.
- Manage examination-related communications with students, staff, parents and awarding organisations.
- Compliance and Regulatory Requirements
- Ensure the school remains fully compliant with all JCQ regulations and awarding body requirements.
- Maintain up-to-date examinations policies, procedures and documentation.
- Ensure all examinations are conducted in accordance with published regulations and guidance.
- Maintain records required for JCQ inspections and audits.
- Advise senior leaders on examination compliance matters and regulatory updates.
- Support the annual review of examination contingency, risk management and business continuity arrangements.

Examination Board Liaison

- Act as the primary contact for awarding organisations, including AQA, Pearson Edexcel, OCR and WJEC/Eduqas.
- Manage examination board accounts and access permissions.

The Role: Exams Officer

- Submit required returns and respond to queries from awarding bodies.
- Coordinate arrangements for moderators, visiting examiners and external assessment requirements.

Access Arrangements and Special Consideration

- Work closely with the Director of Inclusion to ensure approved access arrangements are implemented.
- Coordinate the practical delivery of access arrangements within examination sessions.
- Maintain records and documentation relating to access arrangements.
- Submit applications for special consideration where appropriate.
- Ensure examination provision reflects the needs and approved arrangements of individual candidates.

Examination Timetabling and Planning

- Develop and maintain the master GCSE examination timetable.
- Identify and manage timetable clashes and other examination scheduling issues.
- Coordinate examination venues and room allocations.
- Ensure suitable arrangements are in place for speaking examinations, practical assessments and other externally assessed components.
- Support the planning of contingency arrangements for examination disruptions.

Secure Handling of Examination Materials

- Receive, check and securely store confidential examination materials.
- Maintain secure storage arrangements in accordance with JCQ requirements.
- Ensure the secure opening, handling and distribution of examination papers.
- Maintain accurate records of examination materials received and dispatched.

- Ensure completed scripts are packaged and returned in accordance with awarding body requirements.
- Oversee the secure retention and destruction of examination materials as required.

Examination Delivery

- Coordinate all examination sessions and examination-day arrangements.
- Prepare examination materials, attendance registers and candidate documentation.
- Produce seating plans and room layouts.
- Ensure examination venues are compliant with JCQ requirements.
- Provide operational support during examination periods to ensure examinations run smoothly and securely.
- Manage and record examination incidents, irregularities and disruptions.

Invigilation Management

- Recruit, appoint and coordinate invigilators as required.
- Organise annual invigilator training and regulatory updates.
- Maintain records of training and compliance.
- Prepare invigilation schedules and allocate invigilators to examination sessions.
- Conduct invigilator briefings and provide ongoing support throughout the examination period.

Communication and Stakeholder Engagement

- Provide guidance to students, parents and staff on examination procedures and regulations.
- Liaise with Heads of Department regarding examination entries, non-examination assessments and examination requirements.
- Support candidate briefings and examination information events.
- Respond promptly to examination-related enquiries from internal and external stakeholders.

The Role: Exams Officer

Results and Post-Results Services

- Manage the receipt, checking and distribution of examination results.
- Coordinate results-day processes.
- Administer post-results services, including reviews of marking, clerical checks and access to scripts.
- Maintain records of post-results requests and outcomes.
- Support school leaders with examination outcomes data where required.

Administration and Record Keeping

- Maintain accurate and confidential examination records.
- Ensure secure retention of examination documentation in line with regulatory requirements.
- Manage examination correspondence and filing systems.
- Maintain a clear audit trail for all examination processes.

Safeguarding, Security and Risk Management

- Ensure examination arrangements are conducted in a manner that safeguards pupils and protects examination integrity.



- Contribute to examination-related risk assessments and contingency planning.
- Support emergency procedures relating to examinations.
- Ensure confidential information is handled securely and appropriately at all times.

Working Arrangements

- Work flexibly across the academic year to meet the demands of the examinations cycle.
- Attend school regularly and be available on site throughout the GCSE examinations period, particularly from May to June.
- Attend on-site for results days and other key examination events as required.
- Work remotely where appropriate during quieter periods of the year, subject to operational requirements and deadlines.

Essential Qualities

The successful candidate will:

- Have excellent organisational and administrative skills
- Possess exceptional attention to detail
- Be able to manage multiple deadlines effectively
- Have strong IT and data management skills
- Be able to work independently and use initiative
- Communicate confidently with colleagues, students and parents
- Demonstrate discretion when handling confidential information
- Remain calm and professional under pressure

Previous experience as an Exams Officer or within a school administration environment would be advantageous, although training can be provided for a suitable candidate with strong administrative skills.

The Role: Exams Officer

The Process

Completed application forms are to be submitted to the Headmaster, Mr Paul Savage, either:

- via the TES jobs online application form OR
- via the Gad's Hill School application form to his PA, Mrs Tracy Barker, by email to t.barker@gadshillschool.org

Completed applications must be received by the School no later than **10am on Friday 21st August 2026**. Please note that if you do not receive an acknowledgement of your emailed application by this time **please contact the School as a matter of urgency as you should assume your application has not been received**.

Please note that we may call candidates to interview **before the deadline closes for this position**.

Gad's Hill School is committed to being an Equal Opportunities Employer. We value diversity and welcome applications from all individuals, regardless of age, disability, gender reassignment, marriage or civil partnership status, pregnancy or maternity, race, religion or belief, sex, or sexual orientation.

Gad's Hill School is committed to safeguarding and promoting the welfare of children and young people. Applicants must be willing to undergo appropriate child protection screening, including checks with past employers and the Disclosure and Barring Service (DBS).

Key Details

Start Date: As soon as available

Salary: £6,902.27 per annum

Hours: 8 hours per week (annualised)

Hourly Rate: £20.74 per hour

Working Pattern: 36 weeks per year plus holiday pay

Location: Gad's Hill School, Higham, Kent (with flexible/remote working outside the examination season)

The Role: Exams Officer

Why Join Gad's Hill School?

Values & Community:

At Gad's Hill, colleagues join a community centred on the belief that every pupil has the right to be seen as a whole person and given the support and challenge to develop their personal, social, and academic potential. With small class sizes, strong staff-pupil rapport, and high standards of behaviour, teachers who join us delight in the opportunity to really engage with their passion for teaching and learning.

We hold the greatest of expectations of and for our pupils and staff. Working at Gad's Hill offers the greater autonomy of working in the independent sector, with opportunities for wider richer curricular and extra-curricular opportunities and events. All stakeholders are welcomed to contribute their unique ideas, skills, and interests as active members of the Gad's Hill community.

Professional Development:

At Gad's Hill we have a passion for curiosity and learning. A targeted induction programme is followed by an ongoing career development programme, which includes a weekly Teaching Assistant programme exploring a range of aspects of the role, SEND needs, and personal, social and academic support. There are further mentoring and coaching opportunities available to staff, as well as supervisions for those working on EYFS and safeguarding. Our termly Teaching and Learning Digest combines current theory with sharing of best practice as part of our learning community.

Our appraisal system is rooted in empowering teachers to realise their full potential through meaningful target setting and support. Our CPD membership with TES Develop offers staff on demand access to hundreds of curriculum, pedagogical, and safeguarding courses; with further in house and external professional development opportunities tailored to the individual.

Wellbeing:

At Gad's Hill, you will have the opportunity to work in an attractive setting as part of a supportive team. We recognise that in our dedication to offering the best educational opportunities for pupils, we must also ensure the best wellbeing and work-life balance of our staff; school policy and practice are designed to balance and support both.

Slightly longer school days are offset by a generous allowance of holiday per year, along with a bookable Staff Wellbeing Day which can be taken in term time. A complimentary, quality home-cooked lunch is available each day in term time. Teachers have a maximum of 80% timetabled contact time.

We recognise that working in education is a demanding profession and as an employer have membership with Health Assured, which offers a range of wellbeing and mental health support services. Our community culture and open-door policy mean that all staff have ongoing opportunity to share and support each other within a compassionate working environment.

Financial Benefits:

Gad's Hill School offers its own competitive pay scale, with further responsibility and leadership opportunities. Colleagues who wish their children to benefit from joining the Gad's Hill family will also have the opportunity for them to do so at an 85% discount, with wraparound care and school bus routes supporting parental logistics.
