



# Job Pack

## Exams Assistant

**Location:** Sevenoaks and Tonbridge

**Start Date:** As Soon As Possible

**Grade:** KR7

**Hours:** Two days per week + additional hours during peak exam seasons



**Weald of Kent  
Grammar School**

About Us  
The Team  
The Post  
About You  
The Package  
The Application Process



## **About Us**

Weald of Kent is a selective Girls' Grammar School for 11-18 year olds with a roll of approximately 1900 students including our co-educational Sixth Form. The school is one of the highest performing schools in the country. We aspire to excel at everything we do. Owing to our continued success we are thrilled to have been given permission by the Secretary of State to expand and mirror what we deliver at our Tonbridge campus in a campus at Sevenoaks, which opened in September 2017. In addition to the exciting new facilities, we have also invested in our Tonbridge campus which now has a state of the art Sports Hall and university style Sixth Form Study Centre and a new science block has been built this year. Both campuses are situated in beautiful rural settings with far reaching views across the Garden of England with excellent transport links.

## **Results**

We are, once again, exceptionally proud of the magnificent performance that has led to some wonderful results both at GCSE and A Level. Our examinations data from 2019 records the average GCSE grade was above a Grade 7 and our Progress 8 was well above average at 0.95. We also enjoyed superb A Level results with 67% of our students achieving A\*-B grades in 2019. The average was a Grade B and our Level 3 value added was above average at 0.12. Our aim is for students to achieve high academic results whilst still affording them a platform to extend their personal qualities, talents and interests. Result statistics were not published for the 2020 or 2021 cohorts.

## **Staff Development Opportunities**

We are passionate about staff development. Individual Development Plans are tailored to help and support staff in new positions, existing posts and preparation for promotion. A whole range of developmental and capacity building training is available, supporting staff to develop their skills and professionalism. This includes opportunities such as:

- A personalised induction programme
- CPD days and a range of workshops
- Performance development programme
- Mentoring-Coaching programme
- Relevant external courses and training

## The Team

All Staff are extremely school supportive and work exceptionally hard. Their commitment has secured higher standards across all areas of the school. Teams work effectively and closely within a framework that encourages rigorous self-reflection. All staff contribute to the school's self-evaluation process, the identification of priorities and very importantly the delivery of our ambitious targets. The use of mentoring/coaching approaches has been strengthened and a significant number of ideas have grown through the Investment in Excellence programme adopted.

We are all motivated and inspired by the students who have boundless energy and enthusiasm for learning in the classroom. This level of engagement is equally replicated in the way they respond to the vast array of extracurricular activities we offer. Weald of Kent Students "walk the talk" and at any Key Stage they can confidently compile a CV that clearly demonstrates academic excellence and personal success.

The Examinations team forms part of the broader support function within the school. Its purpose is to provide a professional, efficient, and cost effective administrative and communication service which underpins and supports student learning and well-being. It is made up of the Examinations Officer and a wider team of Invigilators who administer all public examinations and the school exams in Years 10-13.

This role is to work closely with the Examinations Officer for the development and organisation of the Examination process within the school to benefit student learning and teacher efficiency. The successful candidate will keep abreast of developments in their key areas, think creatively and constructively to ensure that the job is done in the most effective and time efficient way.

## The Post

<b>Job Title:</b>	Examinations Assistant	<b>Reports to:</b>	Examinations Officer
<b>Team:</b>	Examinations	<b>Start date:</b>	As soon as possible
<b>Grade:</b>	Kent Range 7	<b>Hours:</b>	Two days per week (9am - 4pm)

*Please note, this role will be for two days per week. The successful candidate may need to work additional hours during internal and external exams, you will be able to claim for any additional hours worked during these busy periods.*

### Purpose

The Examination Assistant's key purpose is to work with the Examinations Officer to ensure the smooth running of all aspects of internal and external examinations along with the administration of the examination process. He/she works with the Examination office to ensure that the systems in place are understood and embedded in the every-day work of the School. He/she is an outstanding professional who models very high standards. He/she actively seeks out best practice and inspires others also to continue to improve and to keep abreast of developments in their key area, to think creatively and constructively to ensure that the job is done in the most effective and time efficient way.

## **Operational Responsibilities**

- To assist with census returns.
- To assist with the administration of all post –results reviews.
- To assist with ensuring accuracy of examination results as reported to Department of Education (e.g. table checking).
- To provide administrative support to the Examinations Officer as required.
- To manage the process of checking and distribution of examination certificates to students (ex-students) ensuring safe delivery of same.
- To operate and administer the examination systems within the school and to liaise with the Examinations Officer responsible for examinations.
- To assist with all administration to ensure accurate examination entries for all students to include direct liaison with Examination Boards on day-to-day and routine matters.
- To assist in the internal arrangements for rooming and distribution of invigilators for all examinations (including PPEs).
- To assist in the drawing up of examination timetables and circulate to all staff well in advance of the examinations, amending arrangements as necessary to ensure efficient delivery of examination procedures.

To assist with / in:

- Sorting of examination papers as they arrive in the centre.
- The collation of examination cards, registers, and envelopes with the scripts as they arrive in the centre.
- The collation and dissemination of the Students' Statement of Entries.
- The preparation of examination boxes in advance of the examinations.
- The ordering of examination stationery.
- Results day and post-results administration.
- The administration and oversight of public examinations.
- The administration of internal examinations in Years 10-13.
- To liaise and work with inspection visits from the JCQ and examinations boards.
- The administration related to non-examined assessments and all coursework.
- To complete any other duties as set out in the schools Examinations Policy, and as required by JCQ and examinations boards.

## **Accountabilities**

### **Working within the strategic direction set by the Examinations Officer on administration and communication**

- Finding efficient solutions to your sphere of the administrative and communications processes through investigation, analysis and problem solving.
- Proactive development of your sphere of the administration and communications function to increase cost effective efficiency through the use of alternative processes or technology.

### **Be accountable for your area of the administrative and communication process within the school**

- Providing a professional efficient and cost effective administrative service, with a 'right first time mentality' and minimal errors.
- Bring about, monitor and evaluate an administrative culture that will bring positive benefits to student learning.

- Be responsible for your own professional development and accountable through the school's performance development system.
- Create, maintain and facilitate effective relationships.

## About You (Person Specification)

Qualifications	Essential	Desirable
NVQ Level 2 or equivalent or relevant experience	✓	
Evidence of further professional development relevant to post		✓
Excellent numeracy/ literacy skills	✓	
Experience		
Working knowledge of current examination arrangements.		✓
Confident user of new technology	✓	
Skills & Knowledge		
Able to communicate effectively, orally and in writing	✓	
Able to work to prioritise the need for detail and exactitude	✓	
Expertise in the use of relevant ICT packages to the particular area of responsibility, eg SIMS	✓	
Confidence in own ability to be effective and to take on challenges	✓	
Ability to relate well to students, colleagues, parents, and Governors	✓	
Able to support staff in maintaining high standards for the school	✓	
Efficient and effective administrative, organisational, and personal management skills	✓	
Self-motivating, enthusiastic and positive in outlook	✓	
Basic knowledge of policies and procedures relating to child protection, health, safety, security, equal opportunities, and confidentiality		✓
Personal Attributes		
Have a positive approach with a desire to succeed	✓	
Energy, enthusiasm, and perseverance	✓	
Reliability and integrity	✓	
Good interpersonal skills	✓	
Professional appearance and manner	✓	
Positive commitment to individual personal development	✓	
Capacity to work hard, under pressure, to meet deadlines and manage time effectively	✓	
A good record of attendance during the last three years	✓	
Adaptable and amenable with respect to working practices	✓	
Ability to work independently and in a team, take a collaborative approach	✓	
Ability to build supportive working relationships with colleagues	✓	
Commitment to supporting the full life of the school	✓	
Have the ability to relate well to children and adults, understanding their needs and being able to respond accordingly	✓	
Suitable to work with children	✓	
Equal Opportunities		
A commitment to inclusive education	✓	

## The Package

**Salary:** Kent Range 7: £23,033 - £26,075 per annum

*Actual salary for 13 hours per week, 39 weeks per year: £6,960.57 - £7,879.86 per annum*

### Benefits:

Generous Pension Scheme (TP / LGPS)	Health Care Cash Plan *
Priority Admission for Staff Children **	Free On-Site Parking
Kent Reward Scheme	Free refreshments
Cycle 2 Work Scheme	

Weald of Kent Grammar School is located on two sites; Tonbridge and Sevenoaks. The successful candidate will be required to work across both sites.

\*Available upon successful completion of probation

\*\*See Admission Policy on the School Website

---

## The Application Process

Application forms can be found on our website and should be sent to Human Resources, [HR@wealdgs.org](mailto:HR@wealdgs.org) or posted to the school. Please include a 1-2 side of A4 application statement or letter of application. The communication should set out how your proven relevant experience relates to this role.

References may be taken up before being short-listed, please indicate on your application form if you have any objection to us contacting the referee prior to interview.

### Dates:

Closing date for applications: 31<sup>st</sup> January 2022, 9am\*

Interview day: To be confirmed

*\*Interviews and appointments may be arranged where a suitable candidate is found prior to the closing date.*

*The Board of Trustees is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An Enhanced DBS check will be carried out for the successful candidate.*

