



## HIGHSTED GRAMMAR SCHOOL



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### **Exams Officer**

**Full time, 37 hours per week, 42 weeks per year (term time plus 4 weeks)**

(Highsted Academy Band 8: £28,598 to £32,333 pro rata)

A fantastic opportunity has arisen for an experienced Exams Officer to join this high achieving girls' grammar school.

Your main responsibility will be the management, coordination and administration of all internal and external examinations. In assessment periods, you will line manage a team of invigilators and provide training where necessary. As with any role pertaining to school examinations, you will have an eye for detail and the ability to work accurately. You will be able to demonstrate these skills through your knowledge of JCQ guidelines and up to date understanding of best practice.

SIMS experience desirable but specific training will be given. A first aid qualification is also desirable and/or willingness to undergo first aid training.

The post is a diverse and challenging one, offering exceptional opportunity in a school where we can also offer you:

- a dynamic and supportive working environment
- opportunities for professional development
- a private health care package supported by Benenden Health Care
- a competitive salary commensurate with experience

**Please contact Karen Hugill at the school via [email](mailto:karen.hugill@highsted.kent.sch.uk) or visit our website to download further information and an application form: [www.highsted.kent.sch.uk](http://www.highsted.kent.sch.uk)**

(Closing date noon 9<sup>th</sup> February 2024)

Early applications are encouraged as eligible candidates will be invited to the interview stage on a rolling basis and we may appoint before the stated closing date.

*Highsted Grammar School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. This post is subject to an enhanced DBS check.*

*Highsted Grammar School is an Equal Opportunities Employer.*



## Welcome to Highsted

At Highsted, we view education as a creative process. Our vision is to lead a happy and cohesive community which fosters academic, emotional and physical confidence. In doing this we create inspirational learners with the courage to take risks and the wisdom to learn from their mistakes.

Our success is as a consequence of striking a fine balance between tradition and innovation. Our values are traditional ones and we offer an unashamedly academic curriculum. We are keenly aware that we are preparing our students for a working life none of us can yet anticipate. Our focus, therefore, is on developing the skills, attributes and habits of mind that equip our young women as life long learners. Our aim is to launch them into the world as self-starters, focused but flexible, armed with the courage to grasp opportunities and the resilience and humour to negotiate setbacks along the way.

We hope that at Highsted you will find a society, a family – a place of lifelong learning that will support and encourage each and every member of our community.

Please use the contact details above if you would like the opportunity to tour the school or to meet the Head before making an application. I look forward to welcoming you to our school.

Anne Kelly - Headteacher

## Ofsted - Good

*'Pupils and students flourish and succeed at Highsted Grammar.'*

*'Pupils are courteous, polite and welcoming – they are happy, safe and well cared for'.*

*'Teacher's subject knowledge is exceptionally strong'*

*'Leaders set high expectations of what students can achieve. Pupils and students respond well to these high expectations.'*

*'An ambitious 'cognitive and compassion' curriculum offers a fitting balance of academic rigour and pastoral support.'*

*'Incidents of poor behaviour are low, and attendance is high. Pupils arrive punctually to their lessons, so learning time is maximised.'*

(Ofsted Inspection report 2023)

## About Us

Highsted Grammar School is a small girls' grammar school (around 900 on roll, including 182 in Sixth Form) situated in the North Kent town of Sittingbourne. We were one of the first to convert to academy status in the autumn term 2010.

Excellent road and rail connections give easy access to London, Canterbury, Ashford and the Continent. Sailing and swimming facilities in the area are good and there are plenty of community activities (for example, orchestral, choral, theatrical clubs, etc.) available. Theatres in Canterbury and Maidstone, as well as those in London, provide entertainment. A well-equipped sports complex in the town has excellent facilities both for the serious sportsman and woman and for family recreational use. House prices are relatively low for the South East and opportunities for further professional development are excellent.

The school itself is a high-performing girls' school, where pastoral care and enrichment feature as highly as academic success. Having featured three times in Her Majesty's Chief Inspector's list of outstanding schools, we are proud to play a leading role in the education of young people in our area. The pupils are exceptional in every way – they are enthusiastic, personable, caring, and show considerable initiative – and we enjoy the strong support of parents. Likewise, the staff team – teaching, support and administrative – is talented, dedicated, hard-working and committed to the continuing success of the school. The governing body represents a group of capable, multi-skilled individuals, wholly supportive of the work we do.

The main block of the school was opened in 1958 when the school moved from older premises and since then other buildings have been added, including a technology block, new laboratories and additional classrooms. Development of the site continues with an imaginative, multi-purpose

teaching area – the Hi-pod; new PE and dance studio, language laboratory and media studies/photography suite.

The Learning Resource Centre was created out of the old school library and boasts a light, comfortable and airy environment with good book stock, excellent ICT facilities and a pleasant reading area. It is very popular with students and well used by all age groups. Books, newspapers and specialist magazines are catalogued alongside other media and loans are monitored through an electronic library management system. Much of the day-to-day running of the Centre is undertaken by a group of library prefects, trained and overseen by the Centre Manager.

Highsted is a school of opportunity for staff as well as pupils, winning the School Achievement Award in two out of the three years that the scheme ran. We contribute extensively to initial teacher training, with many PGCE and SCITT trainees successfully completing their programme in the school each year and in recent years, no less than six members of the leadership team have been promoted to headship posts.

### **Selective Education**

Pupils are granted places at the school on the basis of success in the Kent selection tests or the Highsted Test, broadly speaking they represent the top 25% of the ability range. The economic and social characteristics of the locality are not the most affluent in Kent, so opportunities for value-added are high and the school is able to make a real impact within the community. At Sixth Form level we work in partnership with two other local schools, Borden Grammar (boys) and Fulston Manor (mixed). Through this arrangement, we focus mainly on A-level provision and are able to offer more than 34 different courses, including several applied A-level options. Highsted continues to be placed in the top 100 secondary schools (The Telegraph) based on our A-level results.

### **Partnership Working**

The school, formerly sponsored by Microsoft, received specialist school status through science and consequently we have implemented major changes to the ICT infrastructure to make full use of these connections. Across the school we regard this not only as a strategy to develop science further and promote the role of women in this area, but also as the opportunity to enhance provision across the whole curriculum.

The school has enjoyed a long-standing partnership with Gymnasium Fridericianum, Erlangen in Bavaria and this has led to regular exchange visits for more than 25 years. From our advantageous geographical position, we are also able to undertake day trips to Europe and each year there are study visits to France, Belgium and Italy, organised by different subject areas. For the first time in 2005, a group of Year 12 students spent three weeks in quality work experience placements in Brussels and this has become a regular part of the summer term enrichment programme, supported by substantial grants from the EU.

### **Extra Curricular**

Music and drama within the school are exceptional, with high quality productions taking place every term. There is a strong choral tradition in the school. Sporting activity also features highly in the work that we do, and the pupils enjoy both local and national recognition in areas as diverse as cricket, judo and life-saving. Other extra-curricular activities are wide-ranging and responsive to student need. A very strong School Council has been an established part of Highsted for more than 50 years.

### **The Team**

We are looking for a dynamic, innovative and hard-working individual to join a committed, friendly and high-performing admin team that genuinely operates as a team – supporting and motivating one another in what is often demanding but always enjoyable work. The school is well resourced, operates in a collegiate spirit of shared excellence and there is a tradition of inspiring and encouraging one another to impact on learning in exciting ways.

We are looking forward to appointing an outstanding colleague who can contribute to the progress of all of our students with energy, passion and skill.

## **About You**

From this brief description, potential candidates will realise that this grammar school offers far more than a purely academic focus. This does not come about by accident. It is entirely dependent on the determination and commitment of the whole school community, alongside effective delegation of tasks. If you have the potential to contribute to an exceptional school and would like to be part of a friendly, winning team, we would love to hear from you!

This post would suit a creative and ambitious professional who can work well as part of a team, is keen to contribute ideas and take on new initiatives and has high expectations of the students. It provides an opportunity to work with able and well-motivated students within a supportive team and with friendly colleagues. Flexibility and a personal desire to broaden professional experience would be an advantage.

## **Application & Interview Process**

Applications will only be accepted from candidates completing the school's application form, which is available to download from the website. All sections of the application form must be completed as accurately and as full as possible. Alternatively, applicants may submit their application via the Kent Teach website. Please note that CV's will not be considered in isolation and must be attached to an application form as a supplementary form.

Closing date for applications: Friday 9<sup>th</sup> February 2024, at noon

Interview date: TBC

The school may interview early in the case of an exceptional candidate. Candidates will be shortlisted based solely on the information provided within the application form, so ensuring your application form is accurate and fully completed is imperative.

After the shortlisting process has taken place, candidates will then be invited to interview and references then contacted.

All candidates who have been invited for interview will be required to bring the following documentation:

- Right to Work in the UK evidence (typically a birth certificate, passport or driving license)
- Criminal Record Self Declaration (will be sent ahead of the interview)

Highsted Grammar School is committed to safeguarding and promoting the welfare of our pupils and expects all staff and volunteers to share this commitment. An enhanced criminal record check via the Disclosure and Barring Service (DBS) will be undertaken for the successful candidate, including a check of the DBS Children's Barred List. All applicants must be willing to undergo safeguarding screening appropriate to the post, including checks with the DBS and at least two satisfactory references. It is an offence to apply for the role if you are barred from engaging in regulated activity relevant to children

**HIGHSTED GRAMMAR SCHOOL: JOB PROFILE**  
**RESPONSIBILITIES FOR EDUCATIONAL SUPPORT STAFF**

**Job title:** Examinations Officer

**Reports to:** Deputy Headteacher

**Postholder's name:**

**Date:**

**Grade:** Highsted Academy Trust Band 8

***Purpose of job***

*The main responsibility will be management of all internal and external examinations. In assessment periods, you will line manage a team of invigilators and provide training where necessary. As with any role pertaining to school examinations, you will have an eye for detail and the ability to work accurately. You will be able to demonstrate these skills through your knowledge of JCQ guidelines and up to date understanding of best practice.*

*Hours of work: 37 hours, 8.00 am – 4.30 pm Monday to Thursday, 8.00 am to 4.00 pm Friday, term time plus 4 weeks*

***Dimensions***

*1. Line management responsibilities:*

Exam invigilators

*2. Statistical information relating to the scope of the job.*

School roll: 840 (including 154 post 16 students)

Agreed by .....

Approved by .....

Date .....

## ***Principle accountabilities***

### ***Examinations***

- Planning the examination year, managing priorities and ensuring Awarding Bodies' deadlines are met.
- Ensure that accurate returns are made to the awarding bodies.
- Liaison with staff e.g. Heads of Department and other staff with responsibility for subjects about all aspects of examination regulations and procedures.
- Ensure that all required evidence for access arrangements is up to date and ready for Inspection.
- Management of special consideration requests and liaison with parents and candidates about evidence needed.
- Briefing candidates as necessary.
- Resolution of exam clashes, including liaison with academy staff and parents.
- Liaison with the HR Officer about recruitment of invigilators
- Management and briefing on a daily basis of senior and other paid invigilators.
- Managing the daily running of external examinations.
- Misconduct or irregularity i.e. handling of incidents, reporting to the Headteacher and writing of reports where necessary.
- Dealing with the Awarding Body Inspector.
- Being present in school to receive the results from awarding bodies on the official results publication dates, to produce tables of the results, queries on the results and make applications to the Boards for re-marks as appropriate.
- Annual review and evaluation of the running of the public examinations.
- Keeping up to date with the latest procedures and regulations by, for example, membership of the Examination Officers' Association. Liaison with staff.
- Check unit codes with Heads of Department.
- Produce and send relevant sheets to Heads of Department to complete student entries for January /June series GCE and GCSE.
- Give coursework and mark sheets to Heads of Department and when completed check and return to Boards/Examiners as appropriate.
- Give copies of student entries to Heads of Department for final checking before sending to Boards.
- Liaise with the Modern Languages Department regarding oral timetables and checking of tapes etc, prior to exams.
- Liaise with SENCO regarding access arrangements.
- Liaise with SENCO and SLG regarding examinations for Foundation Learners.
- Briefing staff about the regulations for invigilation. Communication with Candidates.

- Ensure personal details are correct for certificate purposes.
- Explain applications for special consideration.
- Provide copies of examination entry statements to check before submitting to Boards.
- Obtain UCI numbers of new pupils and enter onto system.
- Provide all candidates with relevant notices relating to public examinations and ensure that candidates are aware of examination procedures and conduct.
- Make provision for pupils to be issued with individual examination timetables.
- Entries • Download base data from Boards for January and June entries. Keying in entries to Boards: January & June.
- Process any further amendments as necessary, particularly before deadlines and penalty Charges.
- Exam Preparation
- Produce examination timetables.
- Produce clashes timetable and ensure pupils are informed of arrangements made.
- Process administration of special consideration candidates.
- Check exam papers against despatch notes and timetables to ensure all have been received with sufficient copies. Store securely.
- Check registers and make note of pupil who have extra time to ensure relevant paperwork is prepared. Enter details onto the system for necessary slips to be provided for extra time candidates during each public examination.
- Order examination stationery for specific exams.
- Produce candidates' names & numbers for desks. Public Examinations
- Check all exam papers are accounted for, the register is signed and details on the front of the envelopes are completed.
- All sealed envelopes to be registered on Parcel Force sheet.
- Liaise with Parcel Force to collect exam material out of normal exam periods.
- Ensure exam stationery is kept stocked in the Sports Hall throughout the exam period.
- Ensure all paperwork relating to special considerations and overnight clashes is forwarded to the Boards at the appropriate times. Results
- Assist with the download of Vocational, GCSE and GCE exam results.
- Make applications to the Boards for re-marks as appropriate and ensure correct fees are paid.
- Produce tables of exam results for the Headteacher, SLT and Heads of Department.
- Process re-marks when submitted to candidates and staff.

## **Awards**

- Organise award ceremonies including the recommendation of and contact with guest speakers.

## **Marketing**

- Prepare all press-releases and liaise directly with the media to ensure maximum exposure for raising the profile of the school. Including exams results day.

### ***In addition the post-holder is to:***

- Act as First Aider after receiving appropriate training and ensure training is kept up-to-date.
- To meet with the Line Manager every week to enable regular review and discussion.
- Annually, on Awards Evening, assist with the Awards procedure to meet the needs of the students (NB this involves an attendance of approximately one hour in the evening for which the working hours that day will be adjusted).
- Undertake in service training as appropriate.
- Cover for absent colleagues and interchange duties as necessary at busy times.
- Be available during the GCSE and A-Level examination results period to support with publication of results and student advice and guidance.
- In line with school policy, contribute fully to maintenance of the whole school ethos by undertaking responsibility for the behaviour of all pupils around the site.

### ***Necessary experience***

- The postholder requires a good level of general education.
- A high level of interpersonal and communication skills.
- Computer literacy, including a proficiency in Excel and Word and knowledge of SIMs.
- A flexible, efficient approach to duties is required, with the ability to act on own initiative.
- The ability to relate well to children and adults.

This Examinations Officer job profile does not constitute a fixed list of tasks. It reflects the core priorities of the role which are subject to change depending upon the changing needs of the school and of the students. The post is reviewed annually to reflect the changing and developmental needs of the school.

### **Confidentiality**

**All personal information regarding students, parents, employees at the school to which the Examinations Officer may have access in the course of his/her work are to be regarded as strictly confidential in all respects even within the working environment. Disregard of confidentiality will be grounds for disciplinary procedure.**

To fulfil as an employee, legal obligations under Health and Safety requirements; namely those of personal safe practice and the promotion of Health and Safety procedures generally.

### ***Job context***

The postholder has day to day contact with staff, students, parents and members of the public, in person and by telephone and works as an Examinations Officer and as part of the Administration team.

### ***Organisational structure***

Headteacher



Deputy Headteacher



**Postholder** (37 hours per week, all year round)



**Person Specification  
Examinations Officer**

	<b>Essential</b>	<b>Desirable</b>
<b>Experience</b>	Educated to GCSE standard (level 2) or equivalent, with GCSE English and mathematics.	
	Use of ICT, in particular, office packages such as Word and Excel.	
	Evidence of excellent time management skills and ability to multitask.	Successful experience in working with young people.
	Knowledge of SIMs.	
<b>Personal Qualities</b>	Evidence of working with other professionals as part of a team.	Willingness to take on delegated responsibility.
	To be a flexible and helpful member of a team.	
	Can do philosophy	
	Enjoy working with young people.	
	Sense of humour.	
	Ability to work under pressure and meet deadlines.	Ability to build on the experience, advice and contribution of others.
	Consistently high expectations.	
	Self-motivated and self-confident.	
<b>Skills</b>	Confidence in dealing with pupils, parents and outside agencies in person and on the telephone.	
	To pay attention to detail.	
	High-level communication and presentation skills.	
	Communicate effectively with groups of children to maintain an orderly atmosphere.	
	Think creatively and imaginatively to solve problems.	Ability to anticipate problems and to put strategies in place to evaluate them.
	Ability to use ICT effectively to support the job.	
	Excellent organisational skills.	