Candidate Information

TONBRIDGE SCHOOL

EXAMS DEPARTMENT ASSISTANT



THE DEPARTMENT

Tonbridge School is one of the leading boys' boarding schools in the country and is highly respected internationally. Founded in 1553, the School combines a rich history with a forward-thinking approach, offering an exceptional education to around 800 boys, aged 13 to 18 at its Tonbridge campus and around 300 boys at its preparatory school, The New Beacon, in Sevenoaks.

The Examinations Department plays a vital role in supporting the academic life of the School, ensuring the efficient and compliant administration of all internal and external examinations. The department manages a busy and varied examination cycle throughout the academic year, including public examinations (GCSE, IGCSE, A Level and other qualifications), internal assessments, mock examinations, access arrangements and post-results services.

Operating within a highly regulated environment, the department is responsible for ensuring that all examinations are conducted in accordance with the regulations of JCQ and the requirements of the relevant awarding bodies. This includes the secure handling of confidential examination materials, the coordination of examination venues and invigilation teams, candidate entries, examination timetabling, results processing and supporting pupils with approved access arrangements.

The Examinations Department works closely with academic departments, Housemasters, parents, pupils and external examination boards. The department is committed to delivering a professional, accurate and student-focused service, ensuring that all examination processes run smoothly and that pupils are able to perform at their best in a well-organised and supportive environment.



JOB DESCRIPTION

Job Title Exams Department Assistant

Reporting To Head of Examinations

Main Purpose To support the Head of Examinations in the effective management and delivery of all internal and external examinations within the School. Ensuring the accurate administration of examination processes and the secure handling of examination materials in accordance with JCQ/CIE regulations and awarding body requirements.

MAIN DUTIES

Examinations Administration and Support

- Support the Head of Examinations in the effective administration, organisation and delivery of all internal and external examinations.
- Assist with the planning and preparation of examination timetables, including mock examination schedules and associated arrangements.
- Book examination venues and ensure all examination rooms are prepared and operated in accordance with JCQ/CIE regulations and awarding body requirements.
- Liaise with the invigilation team to support the effective staffing and running of examination sessions.
- Receive, check, record, securely store and distribute confidential examination materials in accordance with regulatory requirements.
- Prepare examination materials and stationery for examination sessions and maintain adequate stock levels of examination equipment and supplies.
- Prepare, package and accurately record completed examination scripts for dispatch to awarding bodies.
- Maintain accurate examination records, candidate information and seating cards.
- Assist with organising examination cover arrangements, as required.

Invigilation and Compliance

- Act as an invigilator or clash supervisor when required to support examination delivery.
- Assist the Head of Examinations with the scheduling, administration and coordination of Lead Invigilators and invigilation staff.
- Support the delivery of annual training and updates for invigilators to ensure ongoing compliance with JCQ regulations and examination board requirements.
- Assist with the administration and recording of access arrangement requests and associated documentation.
- Ensure compliance with JCQ/CIE regulations, awarding body requirements and the School's examination policies and procedures.

Results and Post-Results Administration

- Support the Head of Examinations during results periods by:
  - Inputting and checking examination results data accurately.
  - Assisting in the preparation of examination statistics, reports and analysis.
  - Supporting the submission of required examination data returns, including those requested by the ISC and other relevant bodies.
  - Assisting with the administration of post-results services, including reviews of marking, clerical checks and appeals, and recording and communicating outcomes.
  - Preparing examination transcripts and other results documentation as required.
  - Collating, distributing and maintaining records of examination certificates.

Communication and Stakeholder Support

- Liaise with pupils, parents, Housemasters/Housemistresses, Heads of Department and teaching staff regarding examination matters as required.
- Provide a high standard of customer service when responding to examination-related queries.

General Responsibilities

- Undertake appropriate professional development and attend relevant training courses to maintain current knowledge of examination regulations and best practice.
- Act as deputy to the Head of Examinations and provide operational cover during periods of absence or as part of the school's examination contingency arrangements.
- Undertake any other duties as reasonably required by your Line Manager or other senior colleagues.

CONFIDENTIALITY

The successful candidate must maintain the confidentiality of information regarding Tonbridge School and The New Beacon, its staff and its business. Information must not be communicated to other persons in or outside our Schools except in the recognised course of their duties.

SAFEGUARDING

The post-holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom he or she is responsible, or with whom he or she comes into contact will be to adhere to and always ensure compliance with the School's Safeguarding and Child Protection Policy. If in the course of carrying out the duties of the post the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in our Schools he or she must report their concerns to the Designated Safeguarding Lead or to the Headmaster.

PERSON SPECIFICATION

Experience and Knowledge

- Proven high level of administration experience with the ability to manage multiple priorities and maintain accurate records.
- Previous experience of examinations administration within a school or college environment.
- Knowledge of JCQ regulations and awarding body requirements. Knowledge of CIE regulations would be an advantage.
- Experience of using examination or school management information systems (e.g. iSAMS, SIMS or equivalent).
- Understanding of examination access arrangements and the needs of pupils requiring additional support.

Skills and Abilities

- Strong administrative skills, numeracy, accuracy and attention to detail is essential.
- Excellent verbal and written communication skills with an ability to deal with a wide range of people in a professional and friendly manner.
- Fully computer literate and confident with various computer systems (Microsoft Office – and in particular a high level of Excel proficiency, OneDrive, Teams etc.).
- High level of professionalism and ability to handle confidential information with discretion.
- Self-motivated with the ability to prioritise tasks, work under pressure and on own initiative.
- Awareness of issues involved in working within an educational environment.

Personal Attributes

- Team player with willingness to support others in their roles.
- A commitment to excellence.
- Self-motivated, flexible and pro-active.
- Efficient, well organised, with a flexible and professional approach, and a good sense of humour.
- Honest and trustworthy with the ability to exercise discretion, understanding and confidentiality in the execution of all duties.
- Hardworking, dependable, punctual and professional in approach to work.

- Willingness to participate in continuous training and development.

HOURS OF WORK

This is a term-time post for a total of 35 weeks comprising 34 weeks plus the final week in August each year.

This final week in August is mandatory and cannot be changed due to the nature of the post.

Normal working hours are Monday to Friday from 9am to 3pm, with a 30-minutes' unpaid lunch break, totalling 27.5 hours per week.

The start and finish times may be varied by mutual agreement during non-exam weeks.

This is a School based post and therefore remote working is not applicable.

The core working hours for this role are set out above. During peak examination periods, the successful candidate will be required to work flexibly, including occasional earlier starts, typically 8am to 8.15am, and later finishes where necessary. Any additional hours worked will normally be taken as time off in lieu at a mutually agreed time, subject to the needs of the School.

REMUNERATION AND BENEFITS

Competitive annual salary dependent on qualifications, skills and experience, and generous benefits package including:

- Pension scheme
- CPD opportunities
- Lunch provided free of cost during term time
- Staff fee remission
- Staff car parking
- Cycle to Work scheme.
- Subsidised Sports Centre membership (staff rates)
- Subsidised EMF Theatre tickets (selected performances)
- Membership of the School Library

Tonbridge School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to any post, including checks with past employers and the Disclosure and Barring Service.

APPLICATION PROCESS

SUBMITTING AN APPLICATION

Full details and an application pack may be found at **http://www.tonbridge-school.co.uk/jobs**

Apply via our online application form or, send your completed application form to:

hrdept@tonbridge-school.org

01732 365555

Closing Date: Friday 13 November at 10am

We reserve the right to interview and appoint prior to the closing date for applications, so early applications are encouraged.

TONBRIDGE
ONLY CONNECT

Tonbridge School
High Street
Tonbridge
Kent TN9 1JP
+44 (0)1732 365555
hrdept@tonbridge-school.org

TONBRIDGE-SCHOOL.CO.UK

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