



Dame Alice Owen's School

NoR: 1,458, Sixth form: 442

Ofsted: "An outstanding school", "Students achieve outstandingly well",
"Behaviour ... is excellent"

ASSISTANT EXAMINATIONS OFFICER

Required as soon as possible

Permanent, Full Time Post

37 hours per week, term time plus 2 weeks holiday working

(8 days will be required to be worked in the summer holidays on and around the student results days)

Hours: Monday - Thursday, 8.30am - 4.30pm and Friday 8.30am - 4pm

(including ½ hour unpaid for lunch)

(The working hours will vary during the busy examination periods and the ideal candidate will be able to be flexible during these times)

Salary Scale: H5/9, pro-rata actual annual salary £18,600

(based on £21,269 for the full-time equivalent post)

Closing date: Noon, Monday 10 October 2022

Interview date: Friday 14 October 2022

We reserve the right to make an appointment before the closing date, so early applications are encouraged.

The Governors of this highly successful, partially selective, mixed school invite applications for an Assistant Examinations Officer to join our busy Examinations team. The Examinations Office is responsible for managing the external and internal examination processes. Reporting to the Examinations Officer, the Assistant Examinations Officer will support all aspects of the examination processes with particular responsibility to deputise for the Examinations Officer in their absence and take responsibility for examination arrangements for students eligible for access arrangements and reasonable adjustments.

Dame Alice Owen's School is situated on an attractive 35-acre site in the Green Belt, has excellent facilities and is committed to an extensive programme of staff development. The school is close to motorway links and Central London is easily reached by rail from Potters Bar.

The Governing Body is committed to admitting the children of staff in line with our admissions procedures.

Please download our [Support Staff application form](#) from our website to make your application. Please note that applications cannot be considered unless the application is completed in full. We are not able to accept CV's for any posts based in school. To apply, please email your completed application forms together with a covering letter stating why you are well placed to take this position at our school to recruitment@damealiceowens.herts.sch.uk by **noon, Monday 10 October 2022**.



Dame Alice Owen's School

Dugdale Hill Lane | Potters Bar | Hertfordshire EN6 2DU

Headteacher | Mrs Hannah Nemko MA

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admin@damealiceowens.herts.sch.uk

www.damealiceowens.herts.sch.uk

INFORMATION FOR APPLICANTS

Name of post:	Assistant Examinations Officer
Location:	Potters Bar, Hertfordshire
Closing date:	Noon, Monday 10 October 2022
Interview date:	Friday 14 October 2022

Thank you for your interest in applying to Dame Alice Owen's School. Though much of the information we have about our school is available on our website, we have put some key information together here to help you through the application process.

The school is committed to safeguarding children, young people and vulnerable adults and promoting the welfare of children and expects all staff to share this commitment. Please take time to read our Safer Recruitment and Safeguarding and Child Protection policies available in the vacancy section of our website.

The selection process includes scrutiny of the information provided in your application form and a request for references including a reference from your current/previous employer.

If you have any general enquiries about the recruitment process, or to arrange a tour or informal discussion about this position, please do not hesitate to contact Leigh Carpenter, Examinations Officer, at carpenterl@damealiceowens.herts.sch.uk.

Applicants shortlisted for interview must bring original evidence of their qualifications for verification. Applicants will also be asked to complete a declaration regarding convictions and working with children as posts in schools are exempt from the provisions of the Rehabilitation of Offenders Act 1974. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and an enhanced Disclosure and Barring Service disclosure check.

Please email your completed application form together with a letter of application to recruitment@damealiceowens.herts.sch.uk by **noon, Monday 10 October 2022**.

We look forward to receiving your completed application.

Hannah Nemko
Headteacher

About the school

Dame Alice Owen's School is a mixed, partially selective secondary school with over 1,440 registered pupils and a vibrant and highly successful sixth form. Our school was founded 400 years ago by Dame Alice Owen, a remarkable philanthropist with an unusually modern vision for education. She established the first school in Islington and as demand outstripped space, it moved to its current setting in the Hertfordshire countryside. Because of its roots and its close and important relationship with the Worshipful Company of Brewers, there are 20 places each year for 11-year-old students from Islington. It also offers 65 places to the highest scoring applicants who sit the entrance exam each year and a further 10 places for the most talented or able musicians who apply for a place in Year 7. The remainder of the places in an annual cohort of 200 go to siblings, local pupils on the basis of proximity to the school and to those with priority need.

It is this combination of students and its truly outstanding record of achievement and added value that makes our school such a special place. It is oversubscribed by 5 applicants per place every year. Our dedicated staff, parents' association, governing body and school (staff and student) leaders constantly appraise and re-appraise the various aspects of school life, learning and achievement so we are never complacent. Our school faces the usual challenges of all educational establishments in the public sector, and ensuring that their impact is felt least by the students is a key objective.

We were delighted to be recognised as The Sunday Times Regional School of the Decade in November 2020 and the country's highest ranking non-fully selective state school of the year in 2021. Securing a place at Owen's has been described as "winning the lottery" in the Good School Guide and "the golden ticket" in Tatler. Our school benefits from some of the most able students in the country. Many of our school leavers from Year 13 have offers from top universities to choose from, including on average 20 places at Oxbridge each year.

Our Foundress left a number of fields in the then village of Islington to the care of the Worshipful Company of Brewers which now generate over one million pounds of additional income for the school annually, to support the school and especially the Sports Department. This creates a very special ethos and fosters the very positive staff working environment. The students and staff benefit from a number of traditions including Beer Money, staff awards and Visitation.



Job Description

Post Title: Assistant Examinations Officer
Responsible to: Examinations Officer
Responsible for: Invigilators (along with the Examinations Officer)

Purpose of the role:

- To support and assist the Exams Officer with the organisation and smooth running of both internal and external exams.
- To take on specific responsibility for the planning, organisation and management of the exam tasks for the students eligible for access arrangements and reasonable adjustments.
- To deputise for the Exams Officer in their absence.

Main duties and responsibilities include but are not limited to:

Exam planning, organisation and management:

- Understand the regulations and requirements of all internal and external exams held by the school.
- Comply with all the regulations of the relevant exam organisations and keep up to date with any changes to these.
- Liaise effectively with other members of school staff, students and their parents/carers and all relevant exam organisations.
- Support the Exams Officer and Head of Centre to comply with regulations regarding the general management of an exam centre including the annual update of the NCN Register and the JCQ Centre Inspection Service.
- Support other members of school staff to access relevant online systems and materials of exam organisations.
- Assist with the setting and recording of calendar deadlines for all stages of the exam process, informing all stakeholders of the relevant details and ensuring that deadlines are met.
- Assist with the logistics and administrative tasks relating to the planning and organisation of exams, such as timetabling, room booking, staffing, seating, resources and equipment.
- Assist with the registration of candidates for all exams including, where relevant, the collection of exam fees being paid by the candidates.
- Assist with ensuring candidates are aware of their personal exam timetables and the exam regulations and assist with resolving timetable clashes.
- Assist with the arrangements for the safe and secure receipt, checking and storage of exam papers and materials.
- Assist with the recruitment, training and management of invigilators.
- Assist with ensuring the appropriate conduct of exams in all the exam rooms.
- Assist with managing unexpected issues or emergencies that arise during an exam.
- Maintain the confidentiality and security of candidates' responses and dispatch scripts to the exam organisations.
- Assist with the submission of reports to the exam organisations, as required, such as those relating to very late arrival, special consideration and malpractice.
- Assist with the organisation of the submissions of NEA marks to the awarding bodies by Heads of Department and run the internal appeals process prior to the submissions.
- Assist with the development and review of exam related school policies.

Results, post-results and data management:

- Assist with the sharing of information about results and post-results services with all stakeholders before results days.
- Assist with ensuring results are received by the school in a secure and confidential way on the appropriate dates.
- Assist with the release of results to students on the appropriate dates.
- Assist with sharing results data with stakeholders.
- Assist with dealing with students' queries about their results and post-results options.
- Assist with administering the post-results services including ensuring that calendar deadlines are set, given to all stakeholders and met.
- Assist with the receipt, checking and distribution of exam certificates to candidates.
- Assist with the retention of results, including certificates, for the school's records.

Learning Support and Pastoral:

- Support the SENCO and Exams Officer to ensure appropriate access arrangements and reasonable adjustments are in place and provided for eligible students including those students identified by the Pastoral Team as needing additional support.
- Ensure that the personal data of these students is always secure within the school and external systems.

With guidance and support from the Exams Officer:

- Take responsibility for the exam tasks set out above in the *Exams planning, organising and management* section in relation to the students eligible for access arrangements and reasonable adjustments.
- Manage the invigilators working in the learning support exam rooms.
- Ensure the appropriate conduct of exams in the learning support exam rooms.
- Manage unexpected issues or emergencies that arise during an exam in the learning support exam rooms.

Deputising for the Exams Officer:

- In the absence of the Exams Officer, and with the support of the SLT, leading and managing the daily running of internal and external exams.

Training and development:

- Undertake training appropriate for the role.
- Undertake other duties appropriate to the grade and responsibilities of the role as may be required by the Head of Centre / Deputy Head / Exams Officer.

This job description sets out the duties of the post at the time it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot in themselves justify a reconsideration of the grading of the post.



Person Specification

Personal	Desirable /Essential
Flexibility	E
Ability to work independently and use own initiative when appropriate	E
Resourceful, patient and resilient	E
Calm, unflustered manner	E
Ability to work constructively as a team, understanding school roles and responsibilities and the post holders' position within these	E
Approachable, friendly, helpful and able to find solutions	E
Organised and methodical	E
Motivated and a self-starter	E
Ability to carry out instructions and work with minimum supervision	E
Communication skills	
Commitment to equal opportunities	E
Possess excellent communication skills	E
A friendly manner and good sense of humour	E
Excellent interpersonal and communication skills (both oral and written)	E
Ability to deal with staff, students, parents and outside agencies	E
Experience	
Good understanding of the school's current and future examinations needs	E
Experience of working in the education sector for at least 2 years	D
Experience of running, or assisting with the running of a school Examinations Office	D
Experience of the rules and regulations of the Joint Council for Qualifications	D
Experience of using SIMS	E
Experience of administration at high level	D
An understanding of the necessity for maintaining strict confidentiality, where appropriate.	E
Competence	
Work in an organised and methodical way and have sound organisational and coordination skills	E
Work accurately to deadlines	E
Effective communication with children, carers and other professionals	E
Ability to work on own initiative within department protocols/procedures	E
Be able to work under pressure, whilst continuing to prioritise and perform effectively	E
Be able to develop and maintain positive working relationships with other team members, parents, staff and students	E
A positive attitude to personal development and training	E
Knowledge of the education system	D
Excellent knowledge of Microsoft packages including Word and Excel	E
Experience with Google Suite	D

Qualifications and Training	
Good level of literacy and numeracy	E
NVQ Level 3 or equivalent	D
5 GCSEs or equivalent including grade C in English and Maths	D
Willingness to undertake further training as required	E