



Recruitment Information Pack

2025/2026



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Dear Candidate

Thank you for your interest in Heathfield Community College and I am delighted that you are considering joining our team at this exciting stage in our journey.

As the Headteacher I am privileged to lead such a fantastic school. Heathfield Community College is a consistently high performing secondary school with an excellent Sixth Form. It is an inspirational community where young people excel. Our success is based on partnership and a clear focus on excellence for all students.

This is a school going from strength to strength. There is a sustained sense of positive momentum at Heathfield. Repeated Ofsted Inspections have noticed: *“there is a tangible sense of pride, ambition and community within the college.”* which are *“lived out in daily life”* (May 2023). Our most recent inspection in May 2023 which confirmed we were an outstanding provider in the majority of judgements stating *“pupils receive a great education... and... flourish here”* with praise for our ambitious curriculum, teaching and high level of achievement. In 2024 Ofsted confirmed our outcomes were indeed *“outstanding”*.

Achievement has continued to improve and 2025 has again shown exceptional success for our students at both Key stage 4 and Key Stage 5. Students here are expected to apply themselves fully to their studies and reap the rewards of hard work as a result.

Heathfield students and staff have a strong sense of belonging and community. A warm and collaborative ethos means students are well known to teachers and are supported by their peers; students develop a firm identity with college values and a sense of responsibility for one another.

Heathfield is a positive, innovative and collaborative professional environment where you can trust that you will be inspired, challenged and supported as you take the next steps in your career. Therefore, I am totally focused on ensuring that we handpick the very best staff to join our team and help us fulfil our goals.

If I can help or advise you as you consider your application, please do not hesitate to contact me at cbarlow@heathfieldcc.co.uk.

CAROLINE BARLOW

Headteacher

Our College

About the School

Heathfield Community College serves the local community from a pleasant 26 acre site on the edge of Heathfield. Our size offers us many advantages: we have excellent facilities, allowing us to offer a wide and varied range of academic and vocational courses at all levels. The Heathfield campus has been steadily improved in recent years. We have both a Library and a dedicated Sixth Form Learning Resource Centre, we also enjoy large open space and a floodlit all-weather astro-turf pitch.

A rolling programme of refurbishment means we continue to upgrade and improve our site and facilities including Science rooms, Music Technology and ICT facilities, including our very own Apple-esque Genius Bar. There is also a fitness centre (adjoining the school site and run by Freedom Leisure), and multi-use games areas.

Our commitment to an innovative digital curriculum ensures a well-resourced college across all areas. 18 individual rooms offer a breadth of ICT provision ranging from Microsoft PCs for all subjects, Apple Macs for Media, Graphics and Music Technology. The iPads ensure that creative and innovative approaches to teaching and learning transform experiences across the college. A high-speed wireless across the site ensures reliable functionality. Full remote access for staff and students ensures high quality access to resources and dialogue about learning. We seek to constantly review and adapt our practise to ensure the most efficient and effective ways of working and promoting learning. Teaching staff are supported with an iPad for their role.

Autistic Spectrum Facility

Heathfield Community College has a designated Specialist Facility for students on the Autistic Spectrum, including those with Aspergers Syndrome. There are twelve places within the Specialist Provision, although there are many more students with a diagnosis of Autistic Spectrum Disorder (ASD) in the college. The College has previously achieved Autism Accreditation from the National Autistic Society.

Students with ASD have significant, core difficulties in the areas of:-

- Social interaction; social relationships.
- Social use of language; communication skills.
- Social understanding; imagination and theory of mind.

These are known as the Triad of Impairment.

As with all students with Special Educational Needs and/or Disabilities, at Heathfield Community College, we believe that the first important step towards Inclusion happens in subject classrooms through quality first teaching.

Our Learning Support Department is committed to supporting students, staff and parents to ensure that all students make progress and achieve their potential. Training is offered on a formal and informal basis and all new staff are expected to attend at least the three part ASD training, or the ASD Online Training during their first year.

Heathfield Community College offers all students:

- A well-planned, broad and balanced curriculum.
- A consistent record of excellent examination results.
- Well qualified specialist staff combining innovative and traditional methods in the classroom.
- A secure, supportive, encouraging and happy environment.
- A wide range of extra-curricular and residential activities.
- Access to a digital curriculum with iPads for all students through a lease scheme.

Our Vision and Ethos

Heathfield Community College is committed to fulfilling the potential of each of its learners. The College achieves outstanding results for students of all abilities and aspires to meet the needs of all who live within the Heathfield community. We are a fully inclusive College with outstanding provision for the whole range of students from our most vulnerable to our most gifted.

From the moment that students join the College they are embraced into an ethos, which is widely recognised as aspirational with a strong community spirit *“Pupils enjoy coming to school and they are proud of it.”* They *“are well mannered and polite. Staff set a high bar in terms of pupils’ conduct. Pupils feel happy and safe in this vibrant and nurturing school...make a real difference to continually improving life at their school.”* (Ofsted)

Students play an active role in the College, develop leadership skills and support each other extensively including Sixth Form support for Year 7 reading and Year 10 Buddies to support the transition from Primary school.

Our Prefects, College Council and other representative bodies play a significant role in shaping the future of the College. A real and developing strength of the school is the broad range of leadership opportunities for students.

The school has a palpable *“culture for learning where students engage happily in their work and succeed well”*

The journey from Year 7 through to the Sixth Form is a rich experience. There is an extensive range of clubs, opportunities to perform in concerts and productions, sporting success, and engagement with the community locally as well as more widely across East Sussex or even nationally.

Students from Heathfield Community College leave the College as well-rounded young adults ready to be responsible citizens of the future with strong values, strong principles and ambition for success. This is achieved by a clear focus on the skills and attributes that we know are essential for future success in life.

The exceptional exam results achieved by our students will open doors but the key to sustained future success and happiness is the ability to demonstrate the qualities that rarely appear on an exam paper.

We call them our **Heathfield Habits** and we promote, recognise and reward them every day.

Heathfield Habits:

Confidence
Engagement
Compassion
Determination
Integrity



Vision and Values

Heathfield Community College is a positive and inclusive environment ensuring exceptional educational experiences with ambition and breadth for all. Students develop the knowledge, skills and characteristics to become the best version of themselves; Heathfield students succeed and thrive at the highest levels.

Pride

To continually improve, we celebrate our own and each other's achievements which develops confidence and self-belief. We celebrate our own and each other's achievements for continual improvement which develops confidence and self-belief. We value integrity and honesty, making decisions for the good of everyone. We actively engage in and value a wealth of rich and broad experiences that enhance our well-being and self-esteem.

Ambition

There is no limit to what we can achieve with the right mind-set, focused hard work and attention to detail. High quality teaching and learning builds confidence, exceptional outcomes and destinations through an innovative, challenging and personalised curriculum. We attract and retain the best staff based on career fulfilment, enjoyment and job satisfaction.

Community

Mutual respect and integrity underpin positive relationships throughout the College. We value diversity, good manners and courtesy. We understand our words and actions have impact; consideration and compassion are important. We try to make a positive difference, working in partnership with parents and our wider community. We are all accountable for the responsibilities we each hold.

Staff Wellbeing

All staff and students at Heathfield work hard. As a result, we achieve impressive outcomes and enjoy a clear sense of purpose and belonging.

As part of ensuring we are all able to continue to give our best we prioritise the well-being of colleagues through continual review of our structures, practices and policies, ensuring that we remain focused on the things that will make a difference. Through discussion and regular feedback, we seek to reduce and remove the aspects of college life that impede or prevent effective working.

Equally a commitment to varied and personalised staff development ensures that colleagues are coached, challenged and supported to stay interested and keep refining their professional skills throughout their time at Heathfield.

In addition, the following offer routes for staff feedback, support and wellbeing:

- Staff Voice, active staff governors and healthy positive links with unions to ensure all voices are heard.
- Supportive governors with clear links to and positive engagement with all areas of the college.
- A thriving Staffroom Association that plans social and charitable activities.
- Commitment to healthy practices such as #teacher5aday.
- Access to staff counselling free and confidential services and other East Sussex support and entitlement packages.

Examinations Manager

Scale	Local Single Status Grade 9, point 23 - 25
Salary	£33,055 - £35,282 per annum (Actual salary equates to £30,023 - £32,046 per annum)
Hours	37 hours per week term time with some holiday working on the weeks of exam results, flexible hours will be discussed at interview
Commencement	As soon as possible
Commitment	Permanent

Application Process

You are invited to read the following:

- Information and details about the College and department in this pack and via jobs@heathfieldcc.co.uk

If you are keen to join us then please complete and return the following:

- East Sussex County Council application form which should be returned (CVs will not be considered), including the names of two referees and the Equal Opportunities Monitoring Form, by post or email to Ms Caroline Barlow, Headteacher - jobs@heathfieldcc.co.uk

The deadline for submitting an application is midday Friday 13 February 2026. Any applications received after the closing date may not be considered. We reserve the right to interview and appoint before the closing date, if the right candidate is found. If you are shortlisted you will be contacted by letter or telephone inviting you for an interview. It is not our policy to acknowledge applications or to contact candidates if they have not been shortlisted. No courtesy is meant by this.

Shortlisting & Online Checks

Shortlisted candidates will be contacted by letter or telephone inviting them to attend an interview.

Only shortlisted applicants are required to complete and return the attached Shortlisting Declaration Form. This should be emailed to Ellie Potter, Senior Finance & HR Assistant at epotter@heathfieldcc.co.uk prior to interview.

As part of our recruitment checks please be advised the College reserves the right to conduct online searches on shortlisted candidates prior to interview.

Interview Procedure

If a candidate is selected for interview the procedure will test how the candidate fulfils the requirements of the post. The selection process will include consideration of the candidate's suitability to work with children and young people. We also aim to give candidates suitable opportunity to determine for themselves the extent to which Heathfield is the right location for the next step in their career. The procedure is therefore likely to include:

1. Tour of the College with students
2. Student panel interview
3. Task
4. Opportunity to meet colleagues
5. Panel interview with Senior Leaders and a Governor.

The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Successful applicants will need to undertake, or currently hold, a DBS enhanced clearance for this authority. We are also required by law to ensure that any prospective employee is legally entitled to live and work in the UK. You will be required to provide documentation as evidence. Other conditions of employment may apply. We are committed to equality of opportunity and positively welcome applications from all sections of the community. For an informal discussion regarding this post, please contact Tom Flower, Deputy Headteacher on 01435 866066 or via email tflower@heathfieldcc.co.uk.

Support Staff

We can offer you an opportunity to join a highly welcoming, friendly and dedicated support staff team. The support staff at Heathfield Community College are an integral cog in the workings of the College. Roles vary across the site including administration, classroom support, department specific technicians, pastoral support, site staff and cleaners. Every role is important and Heathfield Community College believes the work the support staff carry out is extremely valuable.

The pastoral staff of the College are highly valued by students, staff and parent alike. By working together and doing the best we can do, the team help to make sure that our students are safe, happy and ready to achieve.

Offices are located across the site and each team have their specific tasks and responsibilities. Training and development opportunities are available for support staff. This can be made up of in-house training and external training courses.

Heathfield Community College is a supportive environment with caring, positive colleagues.

A member of the support staff quoted that Heathfield Community College *“has a real sense of Community spirit!”*

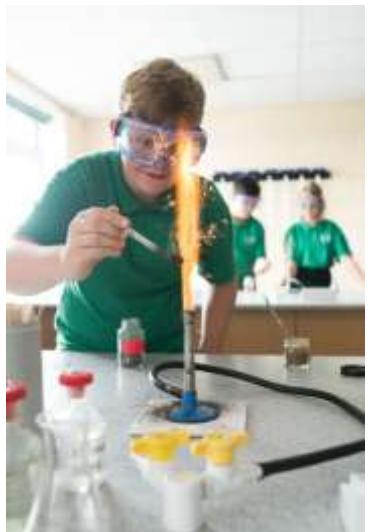
Another said *“I feel very supported by the members of SLT and the immediate colleagues who I work with. I like that SLT are often visible around the school and not tucked away in offices. I am very happy here.”*

Data & Exams Team

The role of this team is critical in the running of the College. The team is made up of an Examinations Manager, Examinations Assistant, MIS & Data Manager and Systems Assistant.

The role of the Examinations Manager requires excellent communication and time management skills with the ability to work under pressure and be highly organised. Exam time can be a stressful experience for children and you will play a crucial role in making sure that they have all the support and information they need.

The successful candidate will need to be able to liaise effectively with Curriculum Leaders, invigilators, teachers and students. Knowledge of Microsoft Office to create, manage and maintain data and produce documents for analysis on a regular basis, including Word and Excel will be needed.



Job Description

JOB TITLE	Exams Manager
GRADE	Single Status Grade 9
RESPONSIBLE TO	Deputy Headteacher

Main Purpose of the Job

- To lead the effective organisation of all internal and external examinations in accordance with the regulations laid down by the awarding bodies.
- To ensure the highest levels of organisational support for each student in both external and internal examinations through the submission of accurate information for all examinations.
- To ensure the highest levels of support for all students by treating all candidates as individuals, especially when specialist arrangements or consideration are required.
- To line manage effectively up to 3 members of staff including the Exams Clerical Assistant and the team of exam invigilators (currently 20+)
- To enable student progress, attainment and success to be measured against national standards.

Main tasks and Accountabilities

- To ensure that all examination entries submitted to awarding bodies are accurate and within deadlines;
- To be responsible for applications for Special Consideration to the Examination Boards;
- To set up, maintain and disseminate a yearly register of details of current qualifications being studied in the College to include QAN and discount codes;
- To take responsibility for the annual spend for examination invigilators (£12,000) and the examination budget (currently £150,000)
- To ensure that the costs of retakes etc. are reimbursed by candidates/departments as appropriate;
- To advise College Leadership on implications for the College arising out of examination timetables.
- To ensure effective liaison with the Learning Support Department with regard to candidates with access arrangements.
- To ensure that candidates with access requirements and special considerations are supported and relevant formal applications made to awarding bodies.
- To ensure candidates and staff receive accurate and timely information pertaining to their examinations including publishing timetables and producing individual statements of entry. Ensuring all details are sent to parents and students via Arbor and published accurately on the College website.
- To manage and run examinations, organise appropriate invigilation, liaising with the Cover Manager re rooms required, the Site Management Team regarding the setting up of examination rooms and Curriculum Leaders and the Senior member of staff responsible for the calendar in the setting up of internal examinations.
- To take responsibility for downloading and distributing results in accordance with JCQ regulations (*Joint Council for Qualifications*).
- To deal with post-results enquiries, applications for remarks, and requests for copies of papers and scripts.

- To be responsible for the checking of certificates before they are distributed.
- To keep up to date with national changes through professional associations, media and training and to seek ways to implement change in accordance with Heathfield Community College ethos and JCQ requirements.
- To disseminate information, answer enquiries and dealing with complaints regarding internal and external examinations from staff, students and parents/carers.
- To ensure the health and safety of candidates and staff in and around examination rooms;
- To ensure that the Heathfield Community College examinations policy is robust and reviewed annually.
- To be present and available when results are notified.
- To ensure that security arrangements concerning examination papers and results are strictly enforced according to JCQ requirements.
- To liaise with awarding body inspectors ensuring they are fully supported on their regular visits;
- To line manage and undertake performance management for clerical staff within the Examinations Team.
- To train and line manage the team of invigilators and assist with the invigilator recruitment process.
- To communicate between Senior Leadership team, Curriculum Leaders, Heads of Year, all teaching and support staff, and external agencies as appropriate.
- To support the provision of basic immediate exam analysis from Arbor to the Head Teacher.
- To follow high reliability protocols at all times and in particular associated with data protection and the management of examinations.
- To promote good staff relations.
- To ensure confidentiality at all times.
- To undertake available training opportunities and demonstrate a commitment to continuous development.
- To undertake First Aid training and act as a First Aider.
- To establish effective working relationships and set a good example through own presentation and personal and professional conduct.
- To endeavour to give every child the opportunity to reach their potential and meet high expectations.
- To carry out any other reasonable duties within the scope of the post as requested.
- To carry out the above duties in accordance with the County Council Equal Opportunities policies, the College's Health and Safety at Work policy and the Safeguarding policy.
- To support the College's Improvement Plan and Mission Statement.

This job description sets out the duties of the post at the time when 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 of themselves justify a reconsideration of the grading of the post.

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. Successful applicants will need to undertake, or currently hold, a DBS enhanced clearance for this authority.

Job Evaluation Reference Number: JE5009 August 2015

Person Specification

The School will seek to identify these attributes through the recruitment and selection process of application, certification, interviews and professional references.

	ESSENTIAL	DESIRABLE
1. Key Skills & Abilities	<ul style="list-style-type: none"> Ability to organise and prioritise own workload. Ability to work in an organised and methodical manner Ability to maintain efficient record keeping systems Ability to produce accurate and up-to-date records and reports as required Ability to convey information clearly and accurately via excellent verbal and written communication skills Ability to take personal responsibility for organising day to day targets Ability to demonstrate basic keyboard skills for accurate computer input and retrieval Ability to work effectively as part of a team Ability to work in a discreet and sensitive manner Ability to work under pressure Ability to meet to collate information from a variety of sources to ensure deadline for exam entries are met and penalties for late submission are avoided. Competent IT skills including Microsoft Office word and excel. 	<ul style="list-style-type: none"> Working knowledge of JCQ and awarding body regulations/procedures
2. Education & Qualifications	<ul style="list-style-type: none"> GCSE Grade 'C' or equivalent in English and Mathematics To hold, or be prepared to undertake First Aid at Work qualification 	
3. Knowledge	<ul style="list-style-type: none"> A basic knowledge of the work of a school Knowledge of the Microsoft Office to create, manage and maintain data and produce documents for analysis on a regular basis. Including word and excel with proficient keyboard skills. 	<ul style="list-style-type: none"> Data handling and analysis
4. Experience	<ul style="list-style-type: none"> Experience of undertaking a range of clerical duties Experience of, or willingness to learn, a range of computer applications 	<ul style="list-style-type: none"> Experience of working in an Examinations team or a similar role Managing staff

5. Personal Qualities	<ul style="list-style-type: none"> Ability to demonstrate commitment to Equal Opportunities Willingness to participate in further training and developmental opportunities offered by the school and county, to further knowledge Ability to deal with stress and work pressure and to support others in doing the same Ability to be flexible and to adjust working hours to cope with the stress points in the examination timetable Ability to lead a team, be part of a team and to work independently when required 	
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Essential Safeguarding Practice

- Evidence of commitment to promoting the health, welfare and safeguarding of children.
- Evidence of promoting, implementing and monitoring equal opportunities across the full range of protected characteristics.
- An understanding of Child Protection procedures and a commitment to promoting and safeguarding the welfare of children.

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. Successful applicants will need to undertake, or currently hold, a DBS enhanced clearance for this authority.