



Kendrick School

Vacancy Information Pack

Exams Assistant



Lead, Inspire, Make a Difference

Dear Applicant

It is my great pleasure to welcome you to Kendrick School. Thank you for your interest in our Exams Assistant role.

Kendrick School is an 11 to 18 selective girls' school with academy status. With approximately 950 students on roll, it has a well-deserved local and national reputation for excellence.

Our vision at Kendrick is to be a centre of excellence where personal development is valued as highly as academic achievement. We are committed to providing a safe, exciting and inclusive environment where students can be themselves, develop self-confidence and discover their strengths. Kendrick is a place where every student feels a sense of belonging and can grow into a successful young adult while continuing to enjoy the opportunities and experiences of childhood.



We are proud to play an active role within the Reading community and beyond. Through initiatives such as the Widening Horizons Project, which engages students from local primary schools, we strive to make selective education more accessible to girls from all backgrounds.

At Kendrick, students and staff work together with confidence, curiosity and ambition. We challenge one another to think creatively, embrace innovation and pursue excellence in all that we do. We aim to be a school where everyone can lead, inspire and make a positive difference to the lives of girls and young women.

In its most recent Ofsted inspection, Kendrick School was judged to be Outstanding. Inspectors noted that: "Pupils and sixth-formers are justly proud of their school community. They delight in their learning and truly excel here. One parent spoke for many when reflecting, 'The school does a great job of creating well-rounded, kind, human beings who will hopefully go on to make the world a better place. The academic results are important, of course, but far from the only focus.' Inspectors totally agree."

School life at Kendrick is busy and purposeful. Students work hard in lessons and take maximum benefit from every hour that they are taught. Staff value the engagement and motivation of students, as well as unwavering support of parents and carers. As a result, Kendrick is a rewarding place both to learn and to work.

Outside of lessons there is a very full programme of extra and super curricular opportunities including many clubs and societies, trips, challenges and competitions. Music, art, drama and sports all thrive in lessons as well as clubs and the House System gives students the chance to participate in events and competitions with students from other forms and year groups. It is a source of great joy to me how much the older students interact with and encourage the younger students at Kendrick. Kendrick Student Leaders exemplify this spirit through the creative and inclusive initiatives they lead.

As part of Kendrick's community work, I am particularly proud of the Widening Horizons [project](#) that engages students from primary schools and the local area. In July 2024 and again in July 2025, we were awarded the [Sutton Trust Fair School Admissions Award](#) (Gold). This recognition reflects our commitment to fair and accessible admissions, and we are immensely proud of this achievement.

Whatever your connection with Kendrick School, I hope your experience is a positive one and that you see the same joy of learning, sense of purpose and spirit of community that I experience every day. Kendrick is truly a very special place to learn, work and grow.

Mr Nicholas Simmonds
Headteacher

THE KENDRICK PLEDGE



We, the students, staff and friends of Kendrick School, pledge to uphold the values of friendship, kindness and respect. We promise to stand against prejudice, ignorance and injustice in all its forms, promoting the values of equality, tolerance and justice for all.



WHY WORK AT KENDRICK SCHOOL?

Kendrick School is a welcoming, inclusive and happy community. The Ofsted report November 2022 stated "The Kendrick Pledge emphasises friendship, kindness, respect, equality, tolerance and justice, and these values underpin all that the school achieves. Pupils flourish in this exceptionally caring and inclusive learning environment. Secure, trusting relationships between staff and pupils ensure pupils feel very well supported and safe here. In turn, pupils' excellent behaviour and impeccable manners make Kendrick a very special place to be."

We can offer you:

- Friendly, welcoming and supportive colleagues.
- Highly motivated and engaged students.
- Access to a 24/7 Employee Assistance Programme.
- Training and development.
- Local Government Pension Scheme membership.
- Free onsite parking.
- Access to our swimming pool.

THE ROLE – EXAMS ASSISTANT

Required for November 2026

10 hours a week to be worked flexibly. Additional hours needed for exam periods

Actual salary: £6,021pa-£6,213pa (FTE £26,016pa-£26,847pa)

Kendrick School is a successful 11-18 girls' grammar school in Reading. Graded 'Outstanding' in all its OFSTED inspections, Kendrick School is a centre of academic excellence with a track record of high performance and achievement.

We are seeking an assistant to work with the Exams Team. In this important role you will work with the Exams Officer, the SENDCo and the Access Arrangements Assessor. You will be involved in administration tasks around the running of exams and the application for access arrangements for students sitting external exams. As a key member of the team, you will ensure every student receives fair, compliant, and tailored support during internal and external examinations (GCSEs, and A-Levels).

As well as the 10 hours a week (term time only) to be worked flexibly, you must be available to work the following exam periods:

Exams weeks: 7.30am to 2.00pm Monday to Friday. Any additional hours worked over the 10 hours a week will be paid at an hourly rate.

- 10 days beginning of January (Term 3)
- One week at end of February (beginning of Term 4)
- 5-6 weeks starting mid-May (Term 5)
- Exam results period in August (2 weeks) - 2 hours per day flexible

Applicants must have a desire to see every child reach their highest possible outcome and have excellent communication and interpersonal skills with both adults and children. Previous experience working in a school is desirable but not essential. However, applicants must be professional, IT competent and have proven experience managing complex administrative processes, tracking spreadsheets, and adhering to strict external deadlines. You will need a flexible approach and be self-motivated.

Kendrick School is a welcoming, inclusive and happy community, with students who are engaging, cooperative and eager to learn. Benefits include free car parking, access to a 24/7 Employee Assistance Scheme, a contributory pension scheme, training and development and use of our swimming pool and sporting facilities.

An application form and a job description can be downloaded from the school website.

Closing date: 5pm Monday 2nd November 2026

We encourage interested candidates to apply early, as we reserve the right to close the vacancy once sufficient applications have been received.

Kendrick School is committed to safeguarding and promoting the welfare of young people and expects all staff and volunteers to share this commitment. Any successful applicant will be required to undertake an Enhanced Disclosure check by the Disclosure & Barring Service. Kendrick School is an Equal Opportunity employer

EXAMS AT KENDRICK SCHOOL

At present the school uses the following examination boards for GCSE, AS and A2 examinations: AQA, EDEXCEL, OCR and Eduqas.

ACCESS ARRANGEMENTS: Under certain circumstances a student may be entitled to special arrangements for public examinations. These could include additional time, rest periods, enlarged papers or the use of a scribe or word processor. These arrangements would be based on the special educational needs of an individual student. Parents are requested to contact the school at the earliest opportunity to ensure appropriate arrangements are made both in curriculum provision and in public examinations.

JOB DESCRIPTION

Reports to:	Exams Officer
Salary:	Actual salary: £6,021pa-£6,213pa (FTE £26,016pa-£26,847pa)
Employment Status:	Part time, term time only (apart from 2 week in August outlined below)
Hours of Work	10 hours a week to be worked flexibly Additional hours: Exams weeks: 7.30am to 2.00pm Monday to Friday • 10 days beginning of January (Term 3) • One week at end of February (beginning of Term 4)

	• 5-6 weeks starting mid-May • Exam results period (2 weeks) 2 hours per day flexible (in August)
Role and Responsibilities	• To assist with the administration of all internal and external examination registrations and entries. • To assist with ensuring that all information relating to examination entries, timetables, fees and locations is accurate and made available to staff and students at the correct time. • To assist with processing examination entries and resit entries for students, • To assist in the production and publication of seating plans for each examination session. • To assist with the daily operation of public examinations, including the preparation of rooms, despatching of candidates' scripts and overall administration of the examinations. • To assist with the publication of the invigilation schedule for each examination session and to assist with the co-ordination of invigilators. • To assist with the general administration of examinations, including the supervision of students with examination clashes, absences from exams and applications for special considerations. • To circulate incoming information from the examination boards, logging important communications and ordering of exam stationery. • To assist with the logging and storing of all examination papers, ensuring that all examination materials are stored and secured at all times in adherence with JCQ regulations. • To ensure that examination certificates are checked, collated and distributed • To assist with processing of applications for reviews of marking and copies of exam scripts • To assist with preparing documents, letters etc. as and when required. • To assist with incoming exam enquiries from students and parents. • To attend such courses and meetings as are considered necessary to ensure that the school keeps abreast of recent developments in examination administration.

PERSON SPECIFICATION

An enhanced DBS clearance is an essential requirement.

Full training will be given to the right candidate with potential to extend their ability and knowledge and to ensure health and safety standards are met.

	Selection Criteria		Evidence
	Essential	Desirable	
Education and Qualifications	• Educated to at least GCSE Grade C standard or equivalent in English and Mathematics • 5 GCSE grades A-C/ NVQ2 equivalent in a relevant discipline		Application Form
Experience	• Administrative Background: Substantial administrative experience, ideally within	• Knowledge of rules and regulations of running	Application Form Interview

	a school, FE college, or educational setting.	examinations as set out JCQ • Knowledge of SIMS • Prior experience working in an Examinations Office or a Learning Support / SEND department. • Experience working with teenagers or vulnerable learners with special educational needs or disabilities.	References
Skills and Abilities	• Ability to work constructively as part of a team, understanding school roles and responsibilities • High competency in Microsoft Office (Word, Excel, Teams) or Google Workspace for managing complex spreadsheets, tracking evidence, and managing records. • Good verbal and written communication skills appropriate to the need to communicate effectively with colleagues, students, other professionals and visitors/callers • Ability to work with a minimum of supervision and within a team • Good standard of numeracy and literacy skills • Good administration and organisational skills	• Familiarity with Joint Council for Qualifications (JCQ) rules and regulations—specifically the annual <i>Access Arrangements and Reasonable Adjustments</i> guidelines. • Strong proficiency in School Management Information Systems (MIS) such as SIMS, Arbor, Bromcom, or Compass to log concessions and track student data. • Clear understanding of data protection, student confidentiality, and maintaining audit-ready student files for JCQ inspectors.	Application Form Interview References
Personal Qualities	• Meticulous attention to detail • Organisation and time management skills • Multi-stakeholder communication - strong written and verbal communication skills to liaise smoothly with SENCOs, Exams Officers, teaching staff, invigilators, assessors, parents, and students. • Resilience under pressure		Application Form Interview References
Professional Development	• To undertake induction training • To undertake on-going training • Desire to enhance and develop skills and knowledge through CPD		

SAFEGUARDING AT KENDRICK SCHOOL

At Kendrick we believe that every student has, at all times and in all situations, a right to feel safe and protected from any situation or practice that results in a student being physically or psychologically damaged. As a consequence:

- We accept that all staff are an integral part of the student safeguarding process
- We accept totally that safeguarding students is an appropriate responsibility for all staff and the Governing body and wholly compatible with pedagogic responsibilities
- We recognise that safeguarding children in this school is a responsibility for all staff including volunteers and the governing body
- Will ensure that all staff in the school are aware of the possibility that a student is at risk of suffering harm, and know how to report concerns or suspicions
- Will designate a senior member of staff, the Headteacher, who is responsible for coordinating action within the school and liaising with other agencies
- Will safeguard the welfare of children whilst in the school and take positive measures to address bullying
- Will share our concerns with others who need to know and assist in any referral process
- All staff are given training every two years and refresher training every year
- New staff receive training within one month of joining Kendrick

SAFER RECRUITMENT POLICY

The Headteacher and Trustees of Kendrick School are aware of their responsibility for appointing appropriate teaching and support staff, ensuring that all staff have the health and qualifications for the post and are proper and fit persons to be in charge of children and young people.

Kendrick School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. To assist in this, the school follows a formal recruitment procedure for the employment of all staff and adheres to the guidelines outlined in our [Safeguarding and Child Protection Policy](#) and [Keeping Children Safe in Education \(September 2026\)](#)

Introduction

The Safer Recruitment statement sets out the minimum requirements of the recruitment process that aims to:

- Attract the best possible applicants to vacancies;
- Deter prospective applicants who are unsuitable for work with children, young people, and vulnerable adults;
- Identify and reject applicants who are unsuitable for work with children, young people and vulnerable adults.

At least one interview panel member has completed the statutory Safer Recruitment Training.

Advertising Roles and Inviting Applications

- All recruitment advertisements will include the statement: *Kendrick School is committed to safeguarding and promoting the welfare of young people and expects all staff and volunteers to share this commitment. Any successful applicant will be required to undertake an Enhanced Disclosure check by the Disclosure & Barring Service. Kendrick School is an Equal Opportunity employer.*
- Prospective applicants will be supplied, as a minimum, with the following on our website:
 - An application pack which includes:
 - A job description;
 - A safer recruitment statement;
 - Information on how to complete the application form and how to apply.

- Application Form - all prospective applicants must complete, in full, an application form accounting for any gaps in their education or employment history. We will not accept CVs as a method of application.

Shortlisting and References

- Short-listing of candidates will be against the Job Description and Person Specification for the post.
- The application form will be scrutinised for any safeguarding concerns, and if these exist, will be raised with the applicant at interview.
- Where requested and where possible, references will be taken up before the selection stage, so that any discrepancies can be probed during the selection stage.
- References will be sought directly from the referee. References or testimonials provided by the candidate will never be accepted.
- All referees will be contacted by telephone in order to clarify any anomalies or discrepancies and to verify the identity of the referee. A detailed written note will be kept of such exchanges.
- Referees will always be asked specific questions regarding:
 - The candidate's suitability for working with children, young people, and vulnerable adults;
 - Any disciplinary warnings, including time-expired warnings, that relate to the safeguarding of children, young people, and vulnerable adults;
 - The candidate's suitability for this post.
- Applicants who are invited to interview must provide a signed Declaration of Convictions form before attending the interview. They will be required to sign a hard copy on arrival at the school.
- We reserve the right to carry out an online search as part of our due diligence obligations on shortlisted candidates and candidates will be provided the opportunity to address any issues of concerns that may come up during the search at interview.
- An online search is carried out by an external company as part of our due diligence obligations on shortlisted candidates and candidates will be provided the opportunity to address any issues of concerns that may come up during the search at interview.

The Selection Process

- Selection techniques will be determined by the nature and duties of the vacant post, but all vacancies will require, as a minimum, an interview of short-listed candidates.
- Interviews will always be face-to-face.
- The selection process will involve:
 - A formal interview with the Headteacher and Head of Department or line manager. A trustee will be part of interviews for Head of Department roles and above
 - A departmental interview
 - A lesson observation or task
 - A student panel, supervised by a member of staff
 - A safeguarding interview with the Deputy Safeguarding Lead or a Deputy Designated Safeguarding Lead where candidates will be required to:
 - Demonstrate their capacity to safeguard and protect the welfare of children, young people, and vulnerable adults.
 - Declare any information that is likely to appear on a DBS;
 - Explain satisfactorily any anomalies or discrepancies in the information available to the panel;
 - Explain satisfactorily any gaps in employment;
- Kendrick School will always:
 - Confirm the outcome of the interview to the applicant within one week
 - Give feedback on the interview if requested by the applicant

Employment Checks

All offers of appointment will be conditional until satisfactory completion of the mandatory pre-employment checks. As a minimum Kendrick School will undertake the following:

- Verify a candidate's identity. it is important to be sure that the person is who they claim to be, this includes being aware of the potential for individuals changing their name.
- Obtain (via the applicant) an enhanced DBS check (including children's barred list information, for those who will be engaging in regulated activity with children).
- Verify the candidate's mental and physical fitness to carry out their work responsibilities
- Verify the person's right to work in the UK, including EU nationals.
- If the person has lived or worked outside the UK, make any further checks as appropriate
- Verify professional qualifications, as appropriate.

Induction

All staff joining Kendrick School will be required to:

- Complete the online NSPCC Child Protection training within two weeks of joining the school
- Receive specific Kendrick School safeguarding training with the DSL
- Sign a declaration to confirm they have read and understood the following policies and documents:
 - Keeping Children Safe in Education (KCSIE)
 - Kendrick School Safeguarding and Child Protection policy
 - Confidentiality policy
 - Whistleblowing policy
 - Code of Conduct policy
 - Health and Safety policy
 - Internet and E-Safety policy

HOW TO APPLY

- Please complete the application form which you can download from our website using the guidance notes below. **CVs will not be accepted as a method of application.**
- Send the completed form to recruitment@kendrick.reading.sch.uk by the closing date.
- Receipt of application will be acknowledged by email.
- We will only contact you again if you are shortlisted for interview.
- Shortlisted candidates will be sent a Disclosure of Convictions Form to complete which must be returned completed at least one day before the interview.

GUIDANCE NOTES ON COMPLETING THE APPLICATION FORM

(Only the sections marked with an asterisk (*) will have guidance notes below)

Personal Details

Please enter your personal details fully so we may contact you about your application.

Right to work in the UK: In accordance with the Asylum and Immigration Act 1996, the successful applicant will be required to provide documentary evidence of legal entitlement to live and work in the United Kingdom.

Teacher reference number (if applicable): This should be completed as it will be used to verify Qualified Teacher Status and ensure you are not barred from teaching or subject to an interim prohibition order. If you are a ECT we recognise that you may not have received your teacher reference number at the time of application.

References

Please give the names and addresses, both postal (and e-mail if available) of two referees. If you have been or are employed, the first referee should be your current or most recent employer. The second referee should be a different organisation from the first referee. If this employment has been within a school, this will be your head teacher. If you do not name your current/most recent head teacher as a referee, please expect to be questioned

about the reason for this prior to interview. If you have ever worked with children, in a paid or voluntary capacity, a reference will be obtained from the person or organisation that employed you.

Early Careers Teachers (ECTs) (if applicable): ECTs should name a college principal as their first referee and an appropriate representative at the school where they undertook their final or most recent teaching practice as their second referee. Please be aware that if you are currently or have previously worked with children, on either a paid or voluntary basis, the employer will be asked if there are any disciplinary offences relating to children, including any in which the penalty is 'time expired'. They will also be asked if they have any child protection concerns and the outcome of any enquiries or disciplinary procedures.

Internal Applicants: Internal applicants should provide the name of one or two referees as stated in the advertisement. One of the referees should be your line manager. However, the Headteacher or Deputy Headteacher cannot be named as a referee.

If you have been unemployed for some time, you should instead, name somebody who knows you well and wherever possible someone able to comment on you in relation to the job for which you have applied. References will not be accepted from relatives or from people writing solely in the capacity of friends.

In line with government guidance for Safer Recruitment written references will be required for all shortlisted candidates in order that any relevant issues can be taken up at interview. Previous employers may also be approached to verify particular relevant experience or qualifications prior to interview.

Education/Qualifications/Training

Please complete this section as fully as possible and continue on a separate sheet if more space is required. We will require evidence of your higher and/or relevant qualification and may check your qualifications with the relevant awarding body.

Previous Employment/Activity

Please list all previous employment and activity, excluding education and training. Start with your most recent employment, if different from that stated in the previous section, and list chronologically backwards. Please include all employment, unpaid work, voluntary work and periods away from work such as raising a family. **It is vital that you ensure all dates are provided and no gaps in activity are left unaccounted for.**

Skills, Abilities, Knowledge and Experience

Pick out those aspects of your experience or skills that are relevant to this post. Explain how your experience, abilities, skills and knowledge match those required for the vacancy as set out in the person specification. Remember to consider experience in previous employment and relevant experience from voluntary/leisure/college activities. Other information should include relevant information particularly related to the school e.g. the curriculum on offer, ethos of the school, etc. Give clear examples where you can in support of your application.

Disclosure of a Criminal Record (to be completed if you are shortlisted for interview)

IMPORTANT

A check as to the existence and content of any relevant criminal record will be requested from the Disclosure and Barring Service (DBS) after a person has been selected for appointment. Refusal to agree to a check being made could disqualify you from being considered for the appointment.

Under the Rehabilitation of Offenders Act 1974, you have the right not to disclose details of "spent" convictions. However, for certain jobs, employers are allowed to ask about these offences. The Rehabilitation of Offenders Act 1974 (Exception Amendment) Order 1986 sets out details of all jobs to which this applies and the job you have applied for is included in the list.

The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are “protected” and are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found in the accompanying Guidance Notes.

Please give details of any relevant criminal convictions that you may have. The disclosure of a criminal record may not necessarily prevent you from being appointed. The nature of the offence, how long ago it took place, your age at the time and any other relevant factors may be considered when a decision is made. Please note that some convictions are never considered “spent” under the terms of the Act.

Obtaining police checks for period lived outside the UK

If you have **lived outside the United Kingdom (UK) for a period of more than 12 months or more in the past 10 years, while aged 18 or over** you will be required to provide a satisfactory police check from that country(s) to cover that period.

If you are ineligible for a police check in the country you lived in outside the United Kingdom (for example because you were under the age required for police checks in that country, or because you are not a national of that country), or if you are unable to obtain a police check from an overseas country for other reasons, we may accept references from previous places of study or employment in that country. If this applies to you, please contact us for further guidance.

Further information regarding obtaining a police check from other countries is available via the [Gov.uk website](https://www.gov.uk) for guidance on criminal record checks for overseas applicants.

Please bear in mind that some overseas countries will charge for a police check. Information for the different countries and fees involved can be found at the above link.

Filtering of Cautions and Convictions

This section provides guidance on the convictions which do not need to be declared on your application form. Please read carefully before answering this question. Further information is available from:
www.gov.uk/government/organisations/disclosure-and-barring-service

The filtering rules (which remove certain old and minor convictions and cautions, reprimands and warnings from a Data and Barring Service (DBS) Certificate were developed by the Home Office and the Ministry of Justice and introduced with new legislation:

The legislation is:

- Police Act 1997 (Criminal Record Certificates: Relevant Matters) (Amendment) (England and Wales) Order 2013;
- Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2013.

The Filtering Rules

The rules regarding the automatic disclosure of cautions and convictions on a DBS certificate are set out in legislation.

Standard and Enhanced DBS certificates must always include the following records no matter when they were received:

- All convictions for specified offences
- Adult cautions for specified offences
- All convictions that resulted in a custodial sentence

Other records must be included depending on when the caution or conviction was received:

- Any adult caution for a non-specified offence received within the last 6 years
- Any adult conviction for a non-specified offence received within the last 11 years
- Any youth conviction for a non-specified offence received within the last 5 and a half years

An 'adult' is any individual aged 18 or above at the time of the caution or conviction. A 'youth' is any individual aged under 18 at the time of the caution or conviction.

A 'specified offence' is one which is on the [list of specified offences](#) agreed by Parliament which will always be disclosed on a Standard or Enhanced DBS certificate where it resulted in a conviction or an adult caution. Youth cautions for specified offences will not be automatically disclosed.

Any cautions (including reprimands and warnings) and convictions not covered by the rules above are 'protected' and will not appear on a DBS certificate automatically.

Cautions, reprimands and warnings received when an individual was under 18 will not appear on a Standard or Enhanced certificate automatically.

Please note that Enhanced certificates may include information relating to a protected caution or conviction if the police consider that it is relevant to the workforce that the individual intends to work in. Decisions to include information in this way are subject to [statutory guidance](#).