SHERBORNE BOYS

Sherborne Boys (SB) is a boys' independent school situated in the shadow of Sherborne Abbey. Founded by Royal Charter in 1550, the school has roots going back to the origins of the See of Sherborne in 705. There are eight boarding houses accommodating a total of about 580 boys (aged 13-18). Along with Sherborne Girls, Sherborne Preparatory School and Hanford School we are part of the Sherborne Schools Group (SSG). At Sherborne Boys, we look to support pupils in our care to leave our School ready, prepared and confident to make a positive impact upon society.

JOB DESCRIPTION

Sherborne School Recruitment and Selection Policy Statement

Sherborne School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants for this post must be willing to undergo child protection screening, including reference checks with previous employers and a criminal record check with the Disclosure and Barring Service.

Job Title: Examinations Assistant

Location: Sherborne Boys School

Reporting to: Examinations Officer

Hours of Work: The post holder is required to work from 8.00am to 5.00pm (less an hour for lunch) two days a week on average during the Michaelmas and Lent terms. No specific days are required, so there is scope for flexibility to fit the needs of the post holder and those of the Exams Office.

During examination periods it will be necessary for the Examinations Assistant to work full time. Examination periods include most of the Trinity Term (from mid-April through to the last public examination towards the end of June) for external examinations, and periods of internal examination during the academic year (the first and last weeks of November, the first two weeks in January and the last week in February). Flexibility in specific timings will be required to meet the demands of the post.

Salary: Actual salary £8,559.94 per annum for working 2 days per week (16 hours) during term time (34 working weeks plus 5.6 weeks paid holiday).

	Additional hours worked will be paid at £13.51 per hour upon receipt of a time sheet authorised by the Examinations Officer.
Holidays:	The post holder will be entitled to school holidays, although there may be a requirement to come into work during some half terms to set up for internal exams. Attendance may be required on Bank Holidays that fall during term time, for which time off in lieu will be given. Time off will not generally be able to be taken during Sherborne School term time.
Pension:	The post holder will be able to join the Sherborne School Support Staff Pension Scheme. Where eligible the post-holder will be auto-enrolled into the Pension Scheme as per current legislation; further details may be obtained from the Director of Human Resources (Bursary).
Probationary Period:	In accordance with School policy, all appointments are subject to a six-month probationary period.
Medical Self Declaration:	The offer of appointment at Sherborne School will be conditional upon the provision of a self-declaration of physical and mental fitness to discharge the responsibilities of the role.
DBS Disclosure (Police Check)/ References:	As Sherborne School is registered to ask 'exempted questions' under the Rehabilitation of Offenders Act 1974, successful applicants will be subject to a criminal record check from the Disclosure and Barring Service before the appointment is confirmed. This will include details of cautions, reprimands or final warnings; further details are available upon request. This post is also subject to receipt of two satisfactory written references, one of which must be your current/last employer.
Postholder's Responsibility:	You share with all staff the responsibility to promote and safeguard the welfare of children and young people for whom you are responsible, or with whom you come into contact. In doing so, you are expected at all times to adhere to and ensure compliance with the School's Child Protection Policy Statement. If you become aware of any actual or potential risks to the safety or welfare of children in the School, you must report any concerns to the School's Designated Safeguarding Lead (Child Protection Officers).

Principal Role

The post holder will be responsible for the practical arrangements for all exams, providing administrative support to the Examinations Officer to ensure the smooth running of all examinations. This will include the management of exam stationery and IT resources, the setting up of examination rooms, the oversight of Trial papers production, the collation and dissemination of examination packs, the dispatch of scripts and general assistance to the invigilation team during examinations.

The Examinations Assistant also deputises for the Examinations Officer in emergencies or during particularly busy periods. It is therefore important that the Examinations Assistant is familiar with all aspects of the administration of public examinations, in case they need to step in to take them over. As such, a comprehensive understanding of the day-to-day running of examinations is essential. This will include, but is not limited to, the following:

- The secure storage and distribution of examination papers and scripts, including being a 'keyholder' for the examination safes
- Access to the secure examination boards' online portals
- The use of the External and Internal Examinations modules in iSAMS
- A thorough understanding of examinations processes and protocols, as well as invigilation requirements, as per JCQ and CIE regulations and school policies
- The implementation of access arrangements, including IT requirements and support

Practical Arrangements for Internal & External Examinations

- To coordinate all practical arrangements for internal and external examinations, making sure they are JCQ- & CIE-compliant
- To liaise with relevant parties for the setting up and clearing up of examination rooms
- To manage the stock of examination stationery and its correct dissemination to the various examination rooms
- To manage the Examinations Office's IT stock, liaising with the IT department as appropriate to ensure its proper functioning
- To ensure the optimal deployment of IT resources across the various examination rooms, including printing arrangements and troubleshooting
- To manage and update the examination supplies for each examination room, including all the necessary generic paperwork
- To manage the stock of extra examination materials such as formulae booklets, set texts and bilingual dictionaries, making sure they remain clean copies and that they accompany the relevant examination papers
- To ensure that all practical arrangements are in place to meet the needs of candidates with access arrangements
- To support the accurate collation of examination packs and ensure their timely dispatch to the various examination rooms
- To assist invigilators at the various examination venues as and when required, troubleshooting in an efficient manner as appropriate
- To collate all exam scripts and ensure their prompt dispatch to Heads of Department or examination boards as appropriate
- To manage the Examinations Office lost property

Administrative Support to the Examinations Officer

In supporting the Examinations Officer, the Examinations Assistant would be expected to:

- Be familiar with both the internal and external iSAMS examinations modules
- Keep abreast of JCQ and CIE regulations and update the department's pamphlets and signage as necessary
- Update and produce candidate cards for all cohorts
- Coordinate the production of internal exam papers in conjunction with the Reprographics department
- Produce modified papers for both internal and external examinations
- Produce seating plans for all internal examinations as directed by the Examinations Officer
- Assist in the opening, distribution, collection, dispatch and tracking of public examination papers according to JCQ and CIE regulations
- Complete official registers to accompany scripts, as well as tracking forms
- Ensure the methodical filing of registers, seating plans, rest break and incident forms
- Prepare envelopes for the mailing of examination results and certificates
- Assist in the methodical checking and dispatch of examination certificates

Other

- To assist the Examinations Officer as required
- To attend training sessions as appropriate and assist in the training provided to invigilators
- To invigilate examinations if the need arises
- To liaise with the Teaching Staff, parents and pupils as and when appropriate
- To provide examinations information as requested

These duties are not intended to be comprehensive and other tasks and projects will be undertaken at the direction of the Examinations Officer or the Deputy Head (Academic).

Skills, Experience & Personal attributes required

Essential:

- Ability to prioritise workload and take initiative
- Ability to work under pressure and within strict guidelines
- A pragmatic and proactive approach to both practical and administrative tasks
- Excellent interpersonal skills
- Excellent IT skills (particularly use of spreadsheets and databases) and understanding of IT systems
- Experience of iSAMS or similar Management Information System
- Good administrative skills
- Attention to detail
- Sense of humour

Desirable:

- Previous experience of examinations or work in an educational environment
- Educated to A level or equivalent

Post holder:

- Must comply with School policies and procedures
- Have an awareness of and display commitment to the relevant legislation and guidance in working practices in relation to the safeguarding of children and young people.
- Will be required to attend training sessions arranged by the School.

Training Requirement for Administrative Staff – this list is not exhaustive, and the post holder may be required to undertake other training as required by the School.

Training	To be completed by	Frequency of training
Safeguarding (Child Protection) and Prevent Training	Before employment commences	As required
Induction training with Line Manager	Within the first week of employment	
GDPR	Within the first week of employment	As required
Emergency First Aid Training (if required)	Within the first term of employment	As required
Fire Awareness	Within the first week of employment	As required
Manual Handling	Within the first week of employment	As required
Display Screen Equipment User	Within the first week of employment	As required
Departmental Examination Compliance	Within the first week of employment	As required

METHOD OF APPLICATION

To apply via TES, please submit the online application form, available via the 'Quick Apply' button, by the closing date - *please do not send in a curriculum vitae as we are unable to use them when short listing.*

In the event of any queries please contact:

Miss Emily Old, Recruitment Manager
Human Resources
Sherborne School
Tel: 01935 810502
Email: hr@sherborne.org

Closing date for applications: 9.30am – Monday 11 August 2025

Interviews likely to take place: Tuesday 19 August 2025

PLEASE INDICATE ON YOUR APPLICATION IF YOU ARE UNABLE TO ATTEND INTERVIEW DURING THIS TIME

Anticipated start date: September 2025