

# BRENTSIDE HIGH SCHOOL

LEARNING AND ACHIEVING TOGETHER



**Examinations Officer  
Recruitment Pack**



## Message from the Headteacher

Dear Prospective Candidate,

I am delighted that you have shown an interest in the post of Examinations Officer at Brentside High School and I hope that the information in this pack will encourage you to apply for the position. We seek to appoint an Examinations Officer who will contribute strongly to the provision for our young people; this is an exciting and rewarding opportunity for the successful applicant.

Our school's journey has been one of significant improvement, supported by stable leadership. It is my privilege and my responsibility to lead the school as Headteacher, working with a staff team who are totally committed to making a real difference to the life chances of our students. Our school has changed from one that was undersubscribed, with below average achievement, housed in poor quality buildings, to the strong school we see today, with achievement over time significantly above that of students nationally at both Key Stages Four and Five and now housed in our impressive main school building with an additional, same-site building added in recent years to meet the demand for places. Whilst student results remain above national average, our challenge is to build back post Covid to be significantly above again. Our students and staff deserve the best and I look forward to working in partnership with the successful candidate alongside the rest of our team to support the next stages in our school's development.

I believe that our school is unique and that our diversity of experience, belief and culture enriches our classrooms, which are vibrant and responsive. We know that as a school we change lives, and we have a staff body who are committed to taking every opportunity to make that difference. We work hard to remove students' barriers to learning and benefit from a wide range of partnerships beyond the school. Our support for students goes beyond the academic but can also be seen through our students' achievement.

We believe that our students have the right to a rich, broad and balanced curriculum. 75%-95% of our students study an EBacc curriculum at Key Stage Four. Most students also select an art (visual or performance) at GCSE. This reflects the high value we place on the arts and on other high-quality qualifications such as humanities and modern foreign languages. We also prioritise Religious Studies and Citizenship, supporting our diverse community to understand its rights and responsibilities and to contribute positively to our immediate and wider society. The Examinations Officer supports students' wellbeing by ensuring examinations and assessments take place in a well-organised and calm environment (meeting national guidelines) ensuring that students have the best opportunity to succeed. The successful candidate can be assured of significant support from the team and the wider staff body. We have a stable, experienced and skilled staff team.

If you would like to speak with a member of our staff team or to visit the school prior to application, please contact Tara Roach, on [t.roach@brentsidehigh.ealing.sch.uk](mailto:t.roach@brentsidehigh.ealing.sch.uk). Completed applications should be received by **12 noon, 21 March 2025**.

Yours faithfully

Charlotte Hames  
Headteacher



## Our school

### OUR MISSION

**Brentside High School challenges all to achieve excellence as lifelong learners with the highest expectations of themselves and others. No exceptions, no excuses.**

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“Brentside High School lives up to its vision of high expectations for all with ‘no exceptions no excuses.’ Equality of opportunity sits at the heart of that ambition and is demonstrated through progress made by all groups of students.”  
(Ofsted February 2020)

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### The school and its community

Brentside High School is a large 11-19 mixed comprehensive school serving a culturally and socially diverse community in Ealing. The school is popular and successfully serves the needs of our local community. Our students are complimentary about the school and also proud to be part of our learning community. There are currently just over 1600 students and 160 staff.

Our student population is very diverse and representative of the local community, as is our staff body.

There is no majority ethnic group and between us we speak 67 languages. The diversity of our students is a real strength of the school. The student population is fully comprehensive and nearly 40% of students qualify for pupil premium funding.

Brentside is currently rated by Ofsted as a ‘Good’ school. We engage in a range of partnerships including supporting other schools. Being outward looking is important to us, as we firmly believe

that by working in collaboration with other schools and institutions, the experience that we offer to our students is greatly enhanced. On entry into Year 7 the ability profile of most cohorts is in line with national norms. However, the progress made by our students at both Key Stage 4 and Key Stage 5 is significantly above average. This occurs because of the positive ‘attitude to learning’ displayed by our students and our staff.

### LEARNING AND ACHIEVING TOGETHER

Our school motto ‘Learning and Achieving Together’ underpins everything we do in school from ensuring that all our students are encouraged to achieve their full potential, in and out of the classroom, to the continuing professional development of our highly qualified staff.

Our students are proud of their school and are happy, positive and friendly young people that we are proud to serve. We instil into them the realisation that the route to a happy, fulfilling and successful life is through high quality education.





## **Curriculum**

All learners have access to a broad and balanced curriculum, rich in depth and supportive of individual students' needs and aspirations. We believe in social equality and see a breadth of knowledge and skills as key to enabling our students to be confident, informed and capable.

We are ambitious for our students and believe that all should have access to high quality qualifications and to creativity; we pride ourselves on the breadth of our arts provision and also on our EBacc curriculum, enabling all students to study a broad, quality curriculum throughout Key Stage 3 and Key Stage 4, before specialising at Key Stage 5.

Between 75% and 95% of our students study the full EBacc curriculum, with between 5% and 25% of our students studying additional literacy and numeracy or specific subject development lessons.

## **Sixth form**

The school has an active and vibrant Sixth Form offering a wide range of courses to students between the ages of 16 and 19.

The majority of students work towards level 3 (Advanced level) qualifications which will allow them to progress to university. These are A level, CTEC or BTEC certificates and diplomas. In addition, level 3 students study citizenship, PSHE and PE as part of their enrichment curriculum and can study for the extended project qualification (EPQ) as an additional AS qualification.



## Safeguarding Statement

### Principle

Brentside High School recognises that the welfare of the child is paramount and takes seriously its responsibility to safeguard and promote the welfare of the students in its care. The school believes that all children and young people have the right to grow up in a safe and caring environment, which includes the right to protection from all types of abuse.

The students in our care have the right to expect adults in positions of responsibility to do everything possible to foster these rights. They have the right to be safeguarded from harm or exploitation whatever their:

- race, religion, first language or ethnicity
- gender or sexuality
- age
- health or disability
- political or immigration status

Governors and staff in this school understand the importance of working in partnership with children, their parents/carers and other agencies in order to promote children's welfare.

### Purpose

The purpose of the policies which are linked to this statement is to:

- afford protection for the students at Brentside
- enable staff and volunteers to safeguard and promote the welfare of children
- promote a culture which makes this school a safer place to learn

### Scope

All policies apply to the Headteacher, all staff (including supply and peripatetic staff), volunteers, governors or anyone working on behalf of Brentside High School

We will endeavour to safeguard children and young people by:

- valuing them, listening to and respecting them
- involving them in decisions which affect them
- making sure all staff and volunteers are aware of and committed to the safeguarding policy and child protection procedures
- sharing information about concerns with agencies who need to know, and involving children and their parents/carers appropriately
- recruiting staff and volunteers safely, ensuring all necessary checks are made
- adopting a code of conduct for all staff and volunteers
- providing effective management through induction, support and training
- ensuring staff and volunteers understand about 'whistle blowing'
- dealing appropriately with allegations/concerns about staff or volunteers, in accordance with Government guidance



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## **Examinations Officer**

**Contract Type:** Term Time only, plus INSET days, plus 10 additional days, 4 of which fall during the summer holidays (pre results days and results days)

**Hours:** Monday – Friday, 35 hours per week

**Salary:** Grade 6 points 18 – 23 (£34,557 - £37,209)

**Actual Salary:** Point 18 – 23 (£31,181 - £33,574)

Brentside is a popular and vibrant 11-19 mixed, multi-ethnic comprehensive school of 1600 students. We require, from as soon as possible, an Examinations Officer to join our learning community, and our excellent data and exams team.

Our students make excellent progress supported by teaching, learning and assessment of the highest standard. Students 'are extremely complimentary about their school and the staff who work with them. They want to do well, regularly attend and work hard.' (Ofsted)

We are actively committed to partnership work within London and further afield and work with a number of schools and organisations each year supporting the development of strong practice within and beyond our school. We offer a supportive and vibrant learning community, outstanding CPD and the opportunity for collaborative working.

This exciting opportunity now exists for an ambitious and talented professional to join our fantastic team as our Examinations Officer.

Ofsted recognised that 'there is high-quality support available for those new in post' enabling staff to 'quickly integrate into the school' and acknowledged our 'supportive ethos where staff can share best practice and continue to develop new skills'. Staff also enjoy outstanding facilities including high quality ICT provision, access to a fitness suite.

If you believe you have the passion, determination and high expectations to contribute to our vibrant and cohesive community, we look forward to hearing from you.

Whilst we appreciate applicants may not have experience of all aspects of the role, there will be support in place to enable the post holder to develop the skills and knowledge required to perform the role successfully. The key responsibilities are outlined in the job description.

The school is committed to safeguarding children and the successful applicant will be required to apply for an enhanced disclosure from the DBS. Further information can be found at <http://www.homeoffice.gov.uk/agencies-public-bodies/dbs>

In addition, as part of the shortlisting process, we may conduct an online search as part of due diligence checks in the recruitment process.

**Please visit [www.brentsidehigh.ealing.sch.uk](http://www.brentsidehigh.ealing.sch.uk) for more details of this post or contact the school to request an information pack.**

To apply for this position, please download our application form from our website [www.brentsidehigh.ealing.sch.uk](http://www.brentsidehigh.ealing.sch.uk) or alternatively email [t.roach@brentsidehigh.ealing.sch.uk](mailto:t.roach@brentsidehigh.ealing.sch.uk) to request one.

**Closing date: 12 noon, Friday 21 March 2025**



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## **JOB DESCRIPTION**

### **Examinations Officer**

#### **Key purposes:**

- Ensure all students are entered correctly and in a timely fashion for all external examinations.
- Oversee all arrangements for all public examination entries eg GCSE and equivalent, A Level and equivalent.
- Organise the collection of registration and examination fees; organising, invoicing and ensuring money collected is credited to the relevant account, in liaison with the Finance Team.
- Co-ordinate the preparation and submission of entries to examining bodies. Ensure all examination papers and stationery are received safely by the school, being responsible for their strict security and ensuring completed papers are dispatched promptly and appropriately.
- Ensure all policies and procedures for any new qualifications the school runs are put in place and followed.
- Provide annual invigilator training ensuring that all invigilators are able to confidently uphold the JCQ standards.
- Maintain, and as appropriate, extend the school's invigilation team, organising rotas to ensure all examinations are invigilated.
- Make appropriate timetabling and room arrangements for the above examination invigilation.
- Ensure that all examinations start and finish appropriately in line with examination board regulations including the conduct of any on-line examinations.
- Ensure that students are given all the necessary relevant information about examination entries, the dates and times of the examinations, conduct during examinations and the collection of results and certificates and that this information is given in good time.
- Ensure that all necessary stationery and materials and other requirements are provided for examinations.
- Initiate appropriate correspondence with and respond appropriately to correspondence from the various examination boards the school uses.
- Address issues relating to appeals, reviews of marking and other administrative issues such as students who miss examinations through illness or who require special considerations.
- Respond to examination enquiries from parents and students, including former students passing enquiries on to relevant staff when appropriate.
- Receive examination results and certificates and make arrangements for their issue.
- Keep up to date with the necessary policies, procedures, rules and regulations laid down by the different examination bodies.



- Organise appropriate arrangements for the support of candidates with special examination requirements (eg dyslexia, disability) in conjunction with the SENCO.
- Work in liaison with the relevant members of the Senior Leadership Team and the School Data Manager to provide information related to public (and if required, internal) examinations in a format which is easily accessible so that effective examination analysis can take place immediately after results have been received and processed.
- In liaison with Assistant Headteacher: Assessment, ensure appropriate timetabling and invigilation arrangements are in place for the school's internal assessments and for the Year 11 and Sixth Form Mock examinations.
- Organise displacement of classes during internal examinations, put up seating plans and put out papers in examination venues.
- Order stationery for the examinations team.
- Participate in appropriate CPD with the agreement of your Line Manager. Undertake any other reasonable related duties and responsibilities of an equivalent nature, as may be determined by the post holder's supervisor from time to time, in consultation with the post holder.
- Support the relevant SLT members in investigating and reporting to the examination boards should there be any alleged cases of malpractice or maladministration of public examinations.

Support the examinations team to:

- Organise online CAT4 tests for Year 7 and other year groups where appropriate, as well as planning catch-up tests for absent students and some new arrivals.
- Download Key Stage Two results into SIMS in September and with new arrivals.
- Download Pupil Premium data into SIMS in September and April.
- Collect student details from previous schools for admissions purposes.
- Share student off roll information with new schools.
- Collect and check information for Census reports.
- Collate and distribute GCSE, A Level and BTEC Certificates to students.
- Create examination board accounts for new teachers and delete old accounts.
- Invigilate internal assessments/public examinations where there is a need.
- Organise the timetable and communicate with relevant staff and students/parents for School Photographs.
- Support with the production of reports.
- Support with the administrative duties around the school timetable.
- Maintain confidentiality of information.

In addition, the postholder will assist with other administrative duties that may reasonably be requested.

This job description is current at the date shown but may be changed by the Headteacher, to reflect the experience of the successful candidate.



## Contact details

**Brentside High School**  
Greenford Avenue,  
Hanwell, London W7 1JJ

**Telephone**  
020 8575 9162

**E-mail**  
[info@brentsidehigh.ealing.sch.uk](mailto:info@brentsidehigh.ealing.sch.uk)

**Website**  
[www.brentsidehigh.ealing.sch.uk](http://www.brentsidehigh.ealing.sch.uk)

## How to find us

### Public transport

The school is served by various bus routes as follows:

E1, E3 and E11 buses stop close to the entrance on Greenford Avenue

E2, E9, E7, E10, buses stop on Ruislip Road East. The main entrance to the school is close by.

### Tube stations

Ealing Broadway (Central and District Line). Take E1, E2 (destination Greenford Broadway) E9 (destination Barnhill Estate) or E10 (destination Northolt) from Haven Green (directly opposite the station). Alight at Brentside High School on Ruislip Road East.

Greenford (Central Line). Take the E6 bus from the stop opposite the station and alight at Greenford Road, near Greenford Broadway. Buses travelling from Greenford Broadway in the direction of Ealing stop outside the school. (E1, E3, E2, E9, E7, E10). Mini cab service available at Greenford Tube station.

### Main line

Hanwell railway station (GWR mainline) is a short bus ride away (E3)

### Parking

60 parking spaces available on site for staff.

Please contact Tara Roach if you require on-site parking for the day of the interview.

