



Examinations Assistant

Information for candidates

February 2025

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

Introduction from the Headteacher



Dear Applicant,

Thank you for your interest in working at The Skinnners' School.

The Skinnners' School was opened in Tunbridge Wells in 1887. The current roll is 1141, with 332 in the Sixth Form.

Skinnners' aims to achieve academic excellence for all its pupils, whilst at the same time developing their independence as learners. We also believe very strongly in learning outside the classroom, through co-curricular and extra-curricular activity. We are thus preparing our pupils for life beyond school and want them to play a significant role in their communities and in society as a whole.

We cherish our own community and value the excellent relationship between pupils themselves and between pupils, staff and parents. We are committed to being a sustainable school and to our collaboration with other schools in our vicinity.

Please browse our [website](#) to read more about the history of the school, see our academic record, read our latest news and more...

Edward Wesson
Headmaster
The Skinnners' School



Our Values



The Skinnners' School is place of learning.

Students acquire not only qualifications, but a respect for scholarship and learning, as things worthwhile in themselves. We intend that they will also develop an appreciation of human achievement in the arts, humanities, languages, science and literature. Students must be diligent and open-minded, and they must develop the ability to think critically, to respect evidence, to distinguish between opinions and prejudices and to make balanced judgments of their own. Through involvement in our varied extra-curricular programme every boy should develop and grow intellectually, culturally, physically and spiritually and emerge as a well-rounded, flexible, articulate and collaborative individual.

Skinnners' is a caring school. No young person will learn effectively unless he feels happy, safe and secure. At Skinnners' we try to address the particular needs of every pupil through a comprehensive pastoral system. We value everyone as unique and we work together to develop self-respect, self-discipline and self-understanding. We aim to make responsible use of our talents and opportunities, strive for wisdom and

knowledge and take responsibility for our lives.

Skinnners' is a community. We respect others for themselves, not for what they have or what they can do for us. We believe that the capacity to form strong relationships is the foundation of a happy and fulfilled life. As such we strive to show others they are valued, to earn the trust and loyalty of others and to work together cooperatively. We do not tolerate bullying, violence, theft or abuse.

Skinnners' is at the heart of a wider community. We learn to take on our responsibilities as citizens. We respect and celebrate diversity. We promote opportunities for all. We place truth, integrity, honesty, loyalty and goodwill at the heart of what we do. The ethic of service is more highly valued by us than that of self-interest. We believe that from those to whom much is given, much is expected.

These values underpin our work and relationships at Skinnners' School; they are at the foundation of all that we do, as the hub of the community.



Skinner's Academies Trust

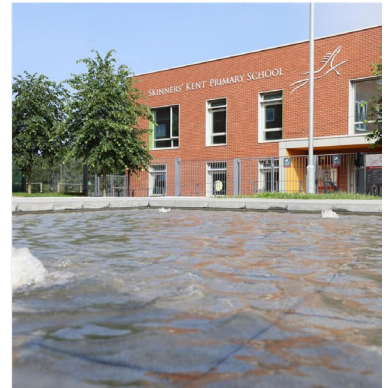


Skinner's Academies Trust is a new, collaborative Trust of five high-performing schools in Kent and London working together to improve outcomes for all our students. Launched in September 2023, the Trust educates a total of 4,500 students across primary and secondary phases and both comprehensive and selective schools.

The Trust builds on the longstanding collaboration and shared values across the family of schools supported by The Skinner's Company, one of the Great Twelve Livery Companies of the City of London. The Company is a major not-for-profit organisation

with a well-established reputation for philanthropy dating back some 700 years. Education is a core charitable purpose and its schools aspire to provide all their young people with the opportunity to make the most of their talents and fulfil their potential.

Skinner's Academies Trust's mission is to provide it's young people with the opportunity to make the most of their talents and fulfil their potential. To do that they ensure that each school has first-class teaching, management and leadership, and are supported and held to account by high-quality governing bodies.



Job Profile



POST: Examinations Assistant

SALARY: Skinners' School Support Staff pay scale - Band 4-5 (£23,338 - £25,002)

RESPONSIBLE TO: Examinations Officer

RESPONSIBLE FOR: Supporting the administration of all Skinners' examinations processes, internal and external.

WORKING PATTERN: Part time, on average 15 hours per week apportioned flexibly over the year, term time only.

KEY RELATIONSHIPS: Examinations Officer; Skinners' Leadership Team; Heads of Department; Examination Awarding Bodies; Invigilators; Students; Parents.

Job purpose:

- To provide administrative and operational services in accordance with Awarding Organisation regulations and Skinners' internal procedures and protocols.
- To support the Examinations Officer in facilitating internal and external examinations throughout the academic year.
- To assume the responsibility of the Exams Officer in the event of absence, in accordance with the school's Examinations Contingency Plan.
- To ensure continuity and consistency in the services provided by the Skinners' Exams Office.

Key responsibilities:

- To assist in processing Post Results Services in a timely and accurate manner, in line with internal and external deadlines and policies.
- To manage Post Results payments and reconciliation, liaising with the Finance team.
- To collate and distribute all examination certificates in a timely and accurate manner.
- To assist with the management of the preparing and setting up of examination venues.
- To assist with the management of the allocation and set up of exam laptops.
- To receive, collate and securely store examination scripts in readiness for external

examinations.

- To co-ordinate mock papers for internal examinations.
- To organise trays for each day's exam venues and to deconstruct all trays on their return to the Exams Office, for both internal and external examinations.
- To support the day to day running of exam sessions, invigilating if required.
- To prepare, pack and dispatch each day's external examination scripts as per Awarding Body requirements.
- To support the Exams Officer with Invigilator recruitment, conducting interviews and supporting the delivery of mandatory training sessions throughout the year.
- To adhere strictly to protocol in respect of secure handling and storage of exam materials.
- To maintain accurate and up to date records, as per Exam Protocols.
- To ensure the integrity and security of examinations is upheld at all times.

Additional duties:

- To read annually updated JCQ Examination Administration documents in particular, "Instructions for Conducting Examinations" (ICE), "General Regulations" and "Post Results".
- To attend team meetings, staff meetings and training courses as required.
- To maintain strictest confidentiality inside and outside the workplace.
- To be very occasionally available for examinations scheduled on Bank Holidays and during half term breaks.
- To develop positive relationships with all staff and other agencies/professionals.
- To understand and apply school policies, especially as they pertain to Exams Office procedure.
- To undertake reasonable additional responsibilities requested by the Examinations Officer, Head of Centre or the member of the Leadership Team responsible for exams.

Person Specification



Criteria	Essential
Education/Qualifications & Professional Development	<ul style="list-style-type: none"> Evidence of good ICT, literacy, and numeracy skills through an accredited qualification(s), or experience in relevant disciplines.
Knowledge & experience	<ul style="list-style-type: none"> A sound knowledge of ICT applications, proficient in the use of MS Office (Excel, Word, Outlook, and PowerPoint) Experience of working with a school data management system (eg. SIMS), or the willingness to learn how to use new IT systems. Proven experience of administration requiring attention to detail.
Essential skills & abilities	<ul style="list-style-type: none"> Ability to work constructively as part of a team. Ability to take instruction and work independently according to protocols. Well-developed organisational and interpersonal skills. ICT literate Ability to use own initiative and be proactive. Analytical, flexible, and innovative thinker. Ability to work effectively under pressure and accurately to deadlines.
Personal Qualities	<ul style="list-style-type: none"> Commitment to high educational, professional, and personal standards. An understanding of the importance of maintaining confidentiality. A flexible approach to work. Commitment to equal opportunities and diversity.

Application and candidate selection process: our candidate charter



We want every candidate to have an informed, engaging and positive experience, and to support this we've created our Candidate Charter which outlines our commitment to you.

We will:

- provide you with clear, accurate and timely information;
- give you the opportunity to ask questions – and we will ensure you get the answers you need;
- respond to enquiries promptly and usually within 24 hours during the working week;
- adopt a fair and consistent assessment process;
- make sure you have all the documentation and details you need for an interview, well in advance;
- provide you with real insight about what it's like to be part of our team;
- ensure all offers are fair and equitable; and
- seek feedback on your experience at every opportunity, so we can continue to improve.



In return we ask that you:

- be honest and upfront about your experience, aspirations and motivations;
- provide open and accurate information when submitting an application;
- always give yourself the best opportunity to succeed – research who we are and how we work;
- let us know if situations change in relation to your interest – and help us understand why; and
- prepare yourself for interview and let us know how we can support you.

Our commitment to you:

- **Transparency** We will treat you with respect, honesty and fairness
- **Protecting your privacy** We will ensure your information is secure and handled sensitively
- **Understanding You** will be given everything you need to make informed decisions
- **Showcasing talent** We will provide a good opportunity for you to share your skills, experience and potential
- **Feedback** We will provide constructive feedback professionally and promptly
- **Listening** We welcome feedback and we'll act on what you have to share
- **Inclusivity** Our hiring decisions align with our commitment to create a high-quality, diverse workforce.



Safer recruitment in education: information for applicants



The Skippers' School is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to demonstrate this commitment in every aspect of their work.

The aims of our Safer Recruitment Procedures are to help deter, reject or identify people who might abuse children or are otherwise unsuited to working with them.

What we will provide

All applicants for all vacant posts will be provided with:

- a job profile outlining the duties of the post, including safeguarding responsibilities;
- a person specification which will include a specific reference to suitability to work with children; and
- The Skippers' School application form

All applicants for employment will be required to complete this application form, containing questions about their academic and full employment history and their suitability for the role.

In addition, all applicants are required to account for any gaps or discrepancies in employment history.

Interviews

At least one member of each interview panel will have completed Safer Recruitment Training. The selection process for every post will include exploration of the candidate's understanding of child safeguarding issues.

References

References will be requested at the selection stage directly from the referee. They will be asked about:

- the referee's relationship with the candidate;
- details of the applicant's current post and salary;
- performance history and conduct;
- any disciplinary action involving the safety and welfare
- of children, including any in which the sanction has expired;
- details of any substantiated allegations or concerns relating to the safety and welfare of children; and
- whether the referee has any reservations as to the candidate's suitability to work with children.

If the referee has any reservations, the Trust/Academy will ask for specific details of the concerns and the reasons why the referee believes the candidate may be unsuitable to work with children.

We will also carry out online searches for all shortlisted candidates to identify any incidents or issues, related to suitability to work with children.

Pre-employment checks

- an enhanced DBS check is required for all successful applicants;
- prohibition and overseas checks will also be completed if necessary.



How to apply



Candidates should submit a completed application form, including details of key achievements and responsibilities, along with a covering letter which fully addresses the competencies outlined in the job description and person specification.

Completed applications should be emailed to the Headmaster's Secretary, Mrs Wendy Dray at wendy.dray@skippers-school.org.uk

The closing date for applications is **12pm on Monday 13th January 2025**.

Candidates will be invited for interview shortly thereafter. We reserve the right to make an appointment before the closing date, so early applications would be welcomed.

Further information about the school and an application form can be found on our website [here](#).



The Skinners' School
St John's Rd,
Tunbridge Wells
Kent TN4 9PG

01892 520732
enquiries@skidders-school.org.uk
www.skidders-school.co.uk