



NEWSTEAD WOOD SCHOOL

"creating opportunities for success"



CANDIDATE PACK

JOB ROLE:

A highly selective girls' state secondary school, with a co-educational Sixth Form.



OUR SCHOOL

Newstead Wood School, founded in 1954 as Orpington Grammar School for Girls, is renowned for academic excellence and a strong sense of community. With six forms of entry, modern facilities, and the motto *Fortitudine Crescamus* ('May we grow in strength'), the school supports both academic and personal growth. Students are assigned to one of six houses - Nightingale, Wren, Swift, Falcon, Griffin, and Phoenix - building identity and belonging.

The school offers unique opportunities like international trips to Japan, New York, Borneo, and Malta, plus electives in film, photography, classical civilisation, and fencing. With a focus on highly able students and strong career support, Newstead Wood School consistently earns an 'Outstanding' rating from Ofsted, with the most recent inspection in 2022.

WELCOME FROM THE HEAD

We are looking for people to join us at Newstead Wood School who are passionate about education and their subject, dedicated to fostering a love of learning, and committed to inspiring our talented and able students. We seek dynamic and inspirational staff who share our vision and commitment to providing a broad and high-quality education. Whether you're a seasoned educator or just starting your teaching career, we welcome individuals who thrive in a collaborative, diverse and inclusive environment and are eager to contribute to our vibrant school community.



We are delighted to have been named as London State Secondary School of the Year 2025 in this year's Sunday Times Parent Power schools guide!



'The strong culture and relationships at Newstead Wood School form the foundation on which our students develop character, initiative, tenacity, collaboration and creativity across all subjects and disciplines. The excellent academic results and outstanding destinations represent the confidence created and progress made within our community.'

Paul Norman, Headteacher



ACADEMIC EXCELLENCE

GCSE RESULTS 2024
Grade 9 **40%**

A LEVEL RESULTS 2024
Grade A*- B **85%**

GO TO A RUSSELL GROUP
UNIVERSITY 2024 **40%**

MOST POPULAR COURSES FOR UNIVERSITY

Medicine
Biomedical science
Computer science
Engineering
Economics
Accountancy
Fashion and Fine Art
Law
Maths
Politics and Philosophy
Psychology

MOST POPULAR UNIVERSITY DESTINATIONS

University of Oxford
University of Cambridge
Kings College London
Imperial College London
University College London
London School of Economics
University of Bristol
University of Nottingham
University of Warwick
Durham University
University of Sheffield

ELECTIVE PROGRAMMES

Medicine, Dentistry, Veterinary
Oxbridge Programme
GCSE Statistics
Crest Science Programme
Model United Nations
Jack Petchev Dance Programme
Fencing
Neuropsychology
Yoga



CAREERS & TALKS

Industry talks with leaders to provide students with career insights

MENTOR STUDENTS

throughout university application process with mock tests and interviews

SUPPORTING PUPIL PREMIUM STUDENTS

SPORTING EXCELLENCE

Netball
Football
Rugby
Hockey
Badminton

KENT NETBALL CHAMPIONS

PARTNERSHIP WITH BROMLEY TENNIS CENTRE



DIGITAL PLATFORMS TO SUPPORT LEARNING

Sparx Maths
Sparx Science
Sparx Reader
Seneca Learning
MS Teams
Kerboodle
Uplearn
Massolit



TRIPS & VISITS

France Spain
USA Switzerland
World Challenge trip to Borneo 2026

INTERNATIONAL EXCHANGE PROGRAMMES

Mandarin
Japanese
Latin



In the Sixth form, students enjoy demanding work and use academic vocabulary to question and challenge concepts readily.
Ofsted

Leaders promote a coherent, integrated and nurturing approach to the well-being of pupils.
Ofsted

Pupils thrive here. They are happy and safe in the school's nurturing environment.
Ofsted

We found pupils positive, focused and eager to speak their minds - a good reflection of the independence of thinking nurtured here.
Good Schools Guide 2023

CLUBS & SOCIETIES

Music
Sports
Film and Drama
Debating
Science
Medical Societies (MUA/MUN)
Languages
Arts and Graphics
Design and Textiles
Literature
Chess, Games, Puzzles



INTERNATIONAL COALITION OF GIRLS' SCHOOLS (ICGS)
As one of the UK's leading super selective schools, we are proud to be part of this global network dedicated to empowering young women through education, collaboration, and advocacy.



ACADEMIC EXCELLENCE FUND



ALUMNI NETWORK

DUKE OF EDINBURGH'S AWARDS



DEGREE APPRENTICESHIPS

Goldman Sachs
Barclays
Atkins
Charles Russell Speechlys
GSK

STEM LONDON COLLABORATION

providing quality Subject-specific CPD combining expertise in teaching and learning Science



THE ROLE

ROLE:	Exams Assistant
REPORT TO:	Exams & Data Manager
DEPARTMENT:	Exams
HOURS:	15 – 20 hours per week
SALARY:	£28,645 FTE
CLOSING DATE OF APPLICATION:	12 April 2026

MAIN PURPOSE OF THE JOB

The post is a part-time, 15 - 20 hours per week over 39 weeks contract with working hours and days organised according to the exam timetable. This effectively means that the person appointed will be required to work flexibly and undertake longer working days during particularly busy examination periods which will be balanced by shorter working days at quieter periods. In practice the busiest period runs from December through to the end of exams (normally end of June or beginning of July).

KEY RESPONSIBILITIES

Assist the Examinations Officer with:

- Dealing with examination queries and liaising with students, parents/guardians, staff and external organisations as appropriate.
- Liaising with Subject Team Leaders regarding examination requirements.
- Making examination entries.
- Making any amendments to the examination entries as necessary.
- Preparing examination timetables using information collected.
- Distributing internal statements of entry for student checking and making any necessary amendments.
- Preparing seating plans.
- Invigilation including coordination of invigilation – collecting availability, allocating sessions, correspondence with invigilators.
- Coordination of coursework administration.
- Setting up examination rooms.
- Checking incoming examinations materials and packing scripts in preparation for dispatch to examiners.
- Preparing exam certificates for distribution and organising distribution.
- Providing general administrative assistance as required.
- Such other duties as may be reasonably requested by the Examinations Officer.



General

- To assist with other administrative activity when necessary.
- To assist with the answering of the school telephone if necessary.
- To provide support to pupils during periods of contact and help promote a general feeling of well-being within the school.
- To participate in the school's appraisal system.
- To take responsibility for personal and team Health and Safety ensuring that all accidents and near misses are reported.
- To undertake other work as directed by your Line Manager

This job description may be reviewed at the end of the academic year or earlier if necessary. In addition, it may be amended at any time after consultation with you.

The duties of this post may vary from time to time, as required by the Headteacher or Exams & Data Manager without changing the general character or level of responsibility.



THE DEPARTMENT

The Exams and Data Department at Newstead Wood School is a dynamic, highly organised team at the heart of the school's operations. Responsible for all aspects of data management and the full examinations cycle, the department ensures that information is processed accurately and efficiently to support students, staff, and the wider school community. It is a busy, welcoming environment where precision, confidentiality, and the ability to multitask are essential. Working in this team means contributing to a smooth and supportive experience for students during key points in their academic journey.



EQUAL OPPORTUNITIES

We are committed to equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships. We particularly welcome applications from BAME candidates as they are currently under-represented at Newstead Wood School.





WHY WORK WITH US?

Competitive Pay



Competitive remuneration & benefits. For teachers, we guarantee to pay above the maintained sector.

Pension Scheme



Generous TPS/LGPS pension schemes to all academy based colleagues. (26.68% TPS and 22.9% LGPS)
Both schemes will pay a death in service payment of 3 times your pensionable pay.

Health Care Cash Plan



Money towards the cost of essential healthcare such as trips to the optician, dentist or physiotherapist up to certain annual limits. Virtual GP access 24/7.

Cycle to Work Scheme



Tax efficient cycle to work scheme.

Discounts



Access to over 250 exclusive discounts on everything from coffee and cinema tickets, to holidays, shopping and gym memberships through Perkbox.

Discounted RAC Cover



Free On-site Parking



Free Annual Flu Vaccination



Support and Training

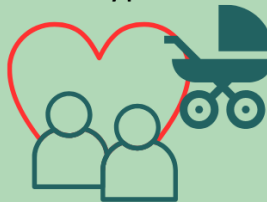


Career Development and CPD



We offer a robust professional development programme including in house training, external courses and a mentoring/coaching scheme to support your growth.

Enhanced Parental Leave and Family friendly policies



Enhanced maternity pay and a supportive company sick pay policy

Employee Assistance Programme



Confidential independent advice and support on a range of financial and legal matters, counselling and support with a 24/7 helpline.

Excellent Transport Links



Rail services to central London and Kent & the South Coast depart from Orpington station (18 minutes walk). The area is served by a number of bus routes. Free parking is available to all staff onsite.

Staff Wellbeing classes & socials



Access to free of charge yoga classes, fitness classes and "Let's talk" clubs. Staff socials including quizzes, parties and a choir.

Car Lease Scheme



Access to great discounts on car leasing of low emission cars through a direct debit scheme



HOW TO APPLY

You can complete the application online via the school website [here](#).

If you have any questions or would like an informal discussion or school visit, please contact our HR Department: recruitment@newsteadwood.co.uk or call 01689 853626.

INTERVIEWS

The closing date for applications is Sunday 12 April 2026

Applications will be reviewed as they are received. The school reserves the right to appoint at any stage of the recruitment process; early applications are therefore encouraged.

Please note, we do NOT accept applications by Curriculum Vitae.

SAFEGUARDING NOTICE

Newstead Wood School is committed to ensuring the highest levels of safeguarding and promoting the welfare of children and young people, and we expect all our staff and volunteers to share this commitment. All offers of employment are subject to an enhanced Disclosure and Barring Service (DBS) check, references, an online search, and where applicable, a prohibition from teaching check will be completed.

RECRUITMENT POLICY

Newstead Wood School is working hard to become a more diverse organisation which is key to our commitment to bringing out the best in everyone. We welcome applications from everyone committed to this ethos and would particularly welcome applications from minority candidates. We always appoint on merit.

If you consider that the provisions of the Equality Act 2010 apply to you, or if you require assistance at any stage of the process, please contact the HR Department, telephone 01689 853626 or email recruitment@newsteadwood.co.uk. Newstead Wood School actively supports equality, diversity and inclusion and encourages applications from all sections of society.

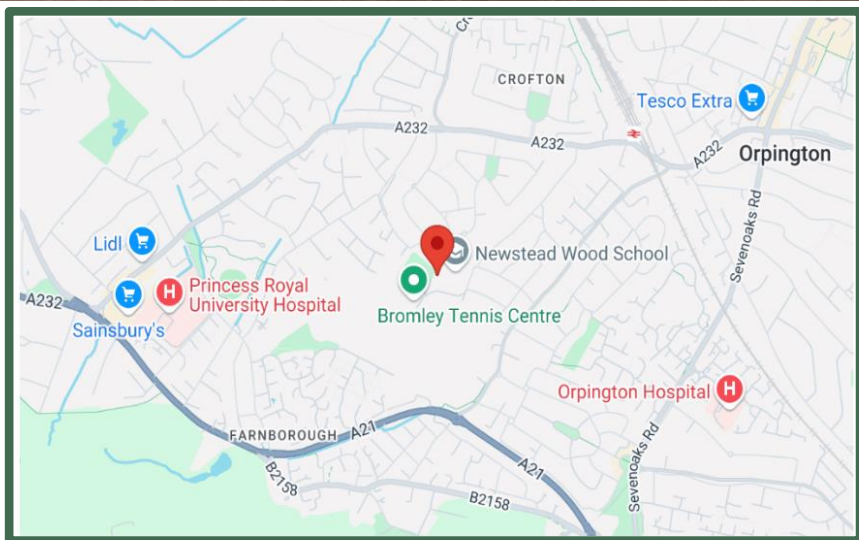
USEFUL LINKS

[School Website](#)

[School Prospectus](#)

[United Learning Group](#)

[UL Benefits](#)



LOCATION:

Newstead Wood School
Avebury Road
Orpington
BR6 9SA
Telephone: 01689 853626



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