



Stanborough School



EXAMINATIONS ASSISTANT

Information Pack for Candidates
October 2019

Welcome

Dear Candidate,

October 2019

Thank you for your interest in the role of Examinations Assistant. We are delighted that you see Stanborough as a school where you can make an impact. This position will offer an exciting opportunity for the successful applicant to work with us as we continue to develop our thriving and dynamic school.

It is a privilege to lead Stanborough School since September 2018. My team share an educational philosophy which promotes the highest expectations and consistent pastoral care. Our core aim is to nurture enquiring minds and to inspire our youngsters to pursue their dreams, leaving our school ready to excel in a future which has limitless possibilities.

Our aim is simple. We want to be a truly outstanding school in every sense of the word and we want to be confident that our students get the best possible education that is ambitious, varied and stimulating. At the heart of everything we do is a desire to ensure that our students receive the highest standards of teaching and learning. Our curriculum is broad and academically challenging in order to prepare students for the rigours of further study or work.

At Stanborough, we care passionately about the development of each student's character, their personality and social skills, the way they treat others and the contribution they make to society. We place strong emphasis on outstanding behaviour. Excellent learning is underpinned by excellent behaviour. We expect our students to show respect when interacting with other members of our school community and to uphold the reputation of the school in the local area.

From September 2017 we became a 7 form entry school. Raising our intake number is a reflection of the success and popularity of Stanborough School in the local area. We expanded again in September 2019 and are now an 8 form entry school.

If you are passionate about education and really feel you can make a positive difference to the school then we look forward to receiving your application to join us at Stanborough.



Mrs M John
Headteacher



Stanborough School

Stanborough School is an 11-18 co-educational Academy that sits on the southern fringe of Welwyn Garden City. The school currently has 1096 Students. Due to parental demand for places at the school, from September 2019 we will be expanding to eight form entry. This will require a substantial amount of new premises work to be completed. We pride ourselves in being a fully inclusive school that serves our local community and on being a school that does its best for each individual student so they can achieve their potential during their time at Stanborough.

Stanborough is proud of its community involvement. We work closely with the four other local Secondary Schools as part of the Welwyn-Hatfield 16-19 Consortium. We also take a leading role in hosting and developing a number of other key community developments such as the Handside Schools Partnership with a local special school and primary school.

The school boasts excellent facilities including our first-rate IT resources, a legacy of our Specialist Computing Status. With a dedicated Technology block, Sports Hall, Sixth Form Centre and recently refurbished outdoor sports pitches, the students enjoy some outstanding facilities. Our excellent resources in all curriculum areas also show our commitment to giving students a wide variety of curricular opportunities including technology, the performing arts and computing.

Our greatest asset at the school is our staff. We want the best educators for our students and through exceptional retention we have a stable staff with very low turn-over. A number of staff who started at the school as NQTs now find themselves in senior positions at the school.

With the appointment of a new Headteacher from September 2018, this is an exciting time to join the school and become part of an ambitious and hard-working team dedicated to moving the school forward. We are looking for staff who will embody our four principles of High Expectations; Mutual Respect; Quality Learning and Success for All.



Welwyn Garden City

Welwyn Garden City is a town in Hertfordshire with a population of just under 50,000 people. Welwyn Garden City was the second Garden City to be built, founded in 1920 and it exemplifies the physical, cultural, social and planning ideals of the time it was built.

Location and Transport Links

Welwyn Garden City enjoys superb communication links. Stanborough School sits five minutes from the A1(M) and approximately 10 minutes from the M25. The M1 is only a 30 minute drive away. The train station in Welwyn Garden City is on the main East Coast Line linking Scotland to London and Kings Cross station is a 30 minutes train journey.

Luton Airport is less than 30 minutes away and both Heathrow and Stansted Airports are less than an hour's drive away. The town is also a central hub for local bus services which link it to the rest of Hertfordshire.

Facilities and Amenities

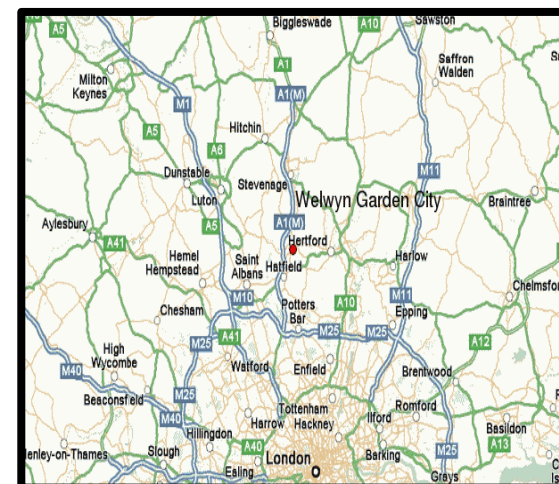
Stanborough School is a two minute walk from the Gosling Sports Park and is only a short car/bus journey to the University of Hertfordshire Sports Village in Hatfield. A range of shops, bars, restaurants and cafes can be found in the Town Centre as well as in the local Galleria shopping centre. St Albans, Hitchin and Hertford are all around 30 minutes away and all offer a range of retail and leisure experiences.

The town also has the QEII Hospital, a theatre, cinema and numerous other cultural and leisure facilities. Stanborough School lies at the southern edge of the town and the school grounds back onto the Stanborough Lakes Country Park.

Housing and Accommodation

A range of accommodation options are available in the local area and there is a thriving rental market. The excellent transport links allow many staff at the school to live in other parts of Hertfordshire as well as North London.

Help and advice can be given by the school if accommodation is required.



EXAMINATIONS ASSISTANT



JOB DESCRIPTION

Grade: H5
Responsible to: Examinations Officer

Job context and working arrangements:

You will work 12 hours per week and will have a desk in the Examinations Office. Your direct Line Manager will be the Examinations Officer who will provide support and regular monitoring and discussion of important issues.

Purpose of the job:

The main purpose of this role is to support the Examinations Officer in the smooth running of the examinations administration.

How you do the job:

Entries and Public Examinations

- Assist the Examinations Officer in making entries on examinations organiser.
- Manage Qualification certificates including uncollected certificates. Check in, collate via pupil and arrangements for certificate distribution at Celebration of Achievement Evening.

Other Exams Tasks

- Assist the Examinations Officer with any other exams-related task (GCSE, GCE and all other public exams) needing completing including assisting the exams officer on major exam days by being at the end of a radio link in the exams office or by taking charge of one of the exam locations.
- Invigilate where necessary.
- Check in, copy and file GCSE and GCE attendance registers and labels.
- Prepare seating plans for exam rooms.
- Maintain Control Books.
- Ensure exam equipment boxes are maintained.
- Prepare general administration files in the exams office for each academic year.
- Manage the invigilation arrangements for all public exams, planning and booking invigilators.
- Prepare envelopes for results prior to results days.
- Liaison with Site Management Team regarding timings and set up of exam rooms.

Internal Exams

- Preparing seating plans and management of the Control Books.
- Liaise with the data team and cover with respect to planning the internal examinations.
- Collection of exam papers and distribution back to faculties after the exam.
- Planning and booking invigilators.

Knowledge, experience and training:

- The ability to work with initiative and common sense.
- Good inter-personal skills.
- Good time management and prioritisation skills
- Accuracy and checking of work for quality.

Full training will be provided as necessary in line with the requirements of the post.

Additional information:

All staff at Stanborough School have a comprehensive package of support, training and performance management, giving scope for personal and professional development. Support Staff meet regularly with the Headteacher to discuss whole-school issues and contribute to the overall development of the school.

It is a requirement of all staff that they sign the IT Acceptable User Policy, and all staff will be expected to attend Safeguarding and Prevent training.

Whilst every effort has been made to explain the main responsibilities and duties of the post, each individual task to be undertaken will not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. The job description is current to the date shown but, in consultation with you, it may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

October 2019

EXAMINATIONS ASSISTANT PERSON SPECIFICATION



Factors	Essential	Desirable
Experience, knowledge and skills	<ul style="list-style-type: none"> • Good IT skills with particular confidence in working with Excel 	<ul style="list-style-type: none"> • Experience of working in a school examinations department • Detailed knowledge of SIMS Examinations Organiser or equivalent • Ability to speak confidently to large numbers of students • Knowledge of Exam Boards with regard to entries, return of scripts, remarks and retakes. • Ability to administer the running of examinations including, 'A' Level, BTEC, ECDL, LIBF, NCFE, maths challenge and CAT Tests • Knowledge of examination rules and conduct
Personal Qualities	<ul style="list-style-type: none"> • Ability to work with attention to detail • Ability to work in an organised way and prioritise and delegate workload • Ability to keep calm whilst working under pressure and meeting deadlines • Confident and professional conduct • Team player • Enthusiastic and committed • High standards and expectations • Excellent communication skills • Efficient and excellent inter-personal skills • Willingness to embrace change • Ability to work with initiative and common sense 	
Notes:	<p>The above will be evidence by a variety of means including:</p> <p>Application Form Letter of application References Interviews</p>	

How to apply and the Selection Process

**Thursday 10th to
Thursday 24th October 2019**

Application Window

Visits to the school for a tour and a meeting with the Headteacher before applying are welcomed.

**Thursday 24th October 2019
(9 a.m.)**

Deadline for applications

Applications should be sent to
sdelaney@stanborough.herts.sch.uk

**Week commencing 4th
November 2019**

Formal interview at the school

