

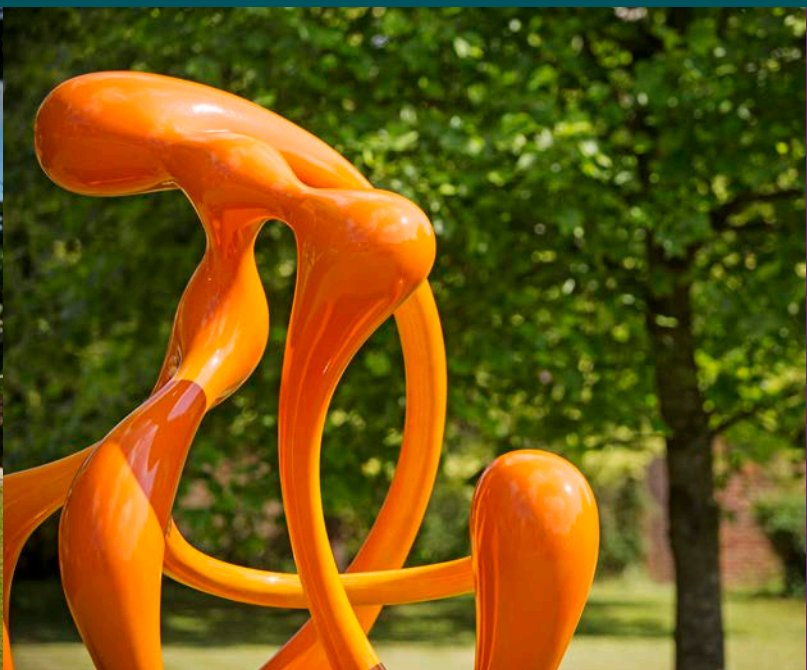
SEVENOAKS SCHOOL

JOB DESCRIPTION



Examinations Officer

(Term-time plus)





The School

Founded in 1432, Sevenoaks enjoys a global reputation as a centre of academic excellence and a flagship school for the International Baccalaureate. A co-educational day and boarding school, it offers a stimulating, intellectually demanding and balanced education for over 1100 pupils from the age of 11 to 18.

Inspiring facilities, together with expert, enthusiastic and imaginative teaching, provide rich opportunities for students participating in lessons, and a wide variety of sports and the performing arts.

The school's international make-up and outlook promote the principles of tolerance and open-mindedness. About 390 pupils board in the seven boarding houses, and students originate from some 50 countries worldwide.

In 2018 Sevenoaks School was, for the second time in 10 years, awarded The Sunday Times Independent School of the Year. It was the second highest achieving large-cohort IB school in the world in 2018 and 2019, the top independent IB boarding school in the UK in 2018 and also the top fully co-educational IB school in the UK.

In 2018 the Independent Schools Inspectorate (ISI) awarded Sevenoaks School the highest grade – 'Excellent' – in both of the two categories which formed the basis of the inspection: 'Pupils' Achievement' and 'Pupils' Personal Development'. The inspectors were most impressed by the outstanding attitude to learning and the genuine spirit of enquiry and contribution that characterised all aspects of the curricular and co-curricular programmes.

This excellence is achieved by bright, motivated students, inspired by highly qualified and dedicated teachers in well-resourced classrooms. The school has around 200 teaching staff, well supported by a large number of ancillary staff. A professional pastoral team of specialist tutors, boarding house staff and year heads give care and guidance, promoting student welfare and happiness. The mutual respect shared by students and staff generates a harmonious and purposeful atmosphere. Further information about the school can be found at: www.sevenoaksschool.org.

The Campus

The school is situated in the Kent market town of Sevenoaks and has a prime position at the top of the high street. The 100-acre site, which includes a number of listed buildings and attractive gardens, is beautifully landscaped and adjoins the medieval deer park of Knole. London is only a 30-minute train ride away. Gatwick airport is only 30 minutes by car, and there are good transport links to other London airports and the Channel Tunnel.

The school has first-class resources and facilities, including a superb sports centre, The Sennocke Centre, and a state-of-the-art performing arts centre, The Space, which provides four outstanding venues for music and drama. A world-class Science and Technology Centre and a Global Study Centre for the Sixth Form opened in 2018. An additional boarding house for boys, a contemporary building with light, modern facilities, opened in September 2019.



The Role

The Examinations Officer is one of the school's key administrative posts, overseeing a crucial aspect of every student's education.

They play a vital role in the correct entry of pupils into public exams, submission of forecast grades and coursework marks to examination boards and the processing of exam results. For all external exams and mock examinations, they are responsible for the administration related to those exams, including organising the seating arrangements and sending details of exam fees to be charged to the accounts department. They also receive and issue results to students.

Reporting to

The Examinations Officer reports to the Academic Administration Manager. The Examinations team have their own office, located in the new Global Studies Centre.

Main Duties and Responsibilities

The following paragraphs detail the key duties involved, though other tasks related to exam process will also be part of the successful candidate's responsibilities. It should be noted that each term is different with a differing workload.

Michaelmas Term

- Circulate IB provisional statements of entry and process amendments.
- Revise and update exams policies ready for inspection by examination boards.
- Work with the HE Department on entry of students

for tests including SATS and University Entry Tests.

- Submit applications to examination boards for extra time/use of word processor/special consideration candidates.
- Distribute IB Diploma and IGCSE/GCSE Certificates.
- Submit provisional entry numbers for each board.
- Prepare the summer term exam timetable.

Lent Term

- Submit entries for IGCSE/GCSE exams.
- Finalise the summer term exam timetable, including solving exam clashes and other anomalies and special arrangements.
- Circulate final Statements of Entry plus instructions to students.
- Prepare examiner labels, envelopes and attendance registers.
- Enter IB predicted grades and coursework marks.
- Receive and dispatch coursework, internal assessment samples and IB extended essays.
- Prepare speaking and listening tests.

Summer Term

- Receive and administer exam papers.
- Organise exam logistics.
- Prepare each day's exam requirements and envelopes for posting to examiners.

Summer Holidays

- Receive IB results on 5 July and deal with resultant enquiries.



- Arrange remarks if requested, collecting fees for this action.
- Prepare entries for exams for following year.
- Receive IGCSE / GCSE results in August (date varies) and deal with result and re-mark enquiries.
- Prepare envelopes for the arrival and subsequent despatch to students of IB Diplomas.
- Maintain post-results records.

Person Specification

The Examinations Officer should possess the following qualities:

- Possess broad administrative experience.
- Be reliable, organised, and meticulous, and good at assessing priorities.
- Be flexible and adaptable, and able to work on their own initiative.
- Possess good & accurate word processing, database & spreadsheet skills.
- Be personable, and tactful in dealing with pupils, staff and parents.
- The ideal candidate will already have some experience in processing school exams.

Hours and Holiday

Working hours and holidays:

- During term time: 08-30 to 16-30 (Monday to Friday).
- During school holidays: 09-00 to 17-00 (Monday to Friday).

It should be noted that IB exams often start on

Bank Holiday Monday and this is therefore a normal working day.

During the May/June examination period, it may be necessary to start earlier and finish later depending on the examination timetable. This time can be taken as time in lieu by agreement with the Deputy Head Academic.

The Examinations Office is expected to be working in school for three weeks over the school Summer break: the July IB exam results period and the GCSE/IGCSE results period at the end of August. July 5 is IB Results Day and should be regarded as a working day even when it falls on a Saturday or Sunday. There is a three week break between exam results in the summer holidays when leave must be taken.

There is no requirement to work during either the school Christmas break or during half terms.

The Examinations Officer is required to work one week at the end of the Easter Holiday to ensure the smooth start of the examinations in May. In lieu, one week may be taken in term time (for example, early January, late June or October) by agreement with the Deputy Head Academic.

Overall, the examinations Officer is expected to work 39 weeks per year.

Salary and Benefits

Salary

A salary between £29,000-£33,500 FTE per year is available for this post, depending on the qualifications, skills and experience of the successful candidate.



Benefits

- As this is a term-time role, payment for the pro-rata holiday entitlement of 33 days (including Bank Holidays) will be included in the salary offered.
- School lunch.
- Free parking.
- Membership of the school's defined contribution pension scheme is available.
- Cycle to work scheme.
- Membership of the school's fitness centre.
- Employee Assistance Programme.
- Free or reduced price tickets to events in The Space, our Performing Arts Centre.
- Sevenoaks School Savers voluntary benefit scheme.
- Fee remission policy (terms apply).

Child Protection

All staff have a responsibility for promoting and safeguarding the welfare of children with whom they come into contact and are always required to adhere to and ensure compliance with the school's Safeguarding Policy Statement. If, in the course of carrying out their duties, a member of staff becomes aware of any actual or potential risks to the safety or welfare of children in the school, they must immediately report their concerns to the Deputy Head (Pastoral).

Offer Conditions

The successful applicant will be offered the role subject to the satisfactory completion of a number of background checks including but not limited to:

an enhanced DBS check with Children's Barred list check, the taking up and verification of references, the verification of career history and fitness to undertake the role. The complete list of required checks will be provided to the successful candidate.

Note

This job description is not intended to be a comprehensive statement of procedures and responsibilities, but instead sets out the principal expectations of the school in relation to the post holder's professional responsibilities and duties. We are looking for an individual who is adaptable, flexible and willing to carry out the wide range of duties that are likely to be required to make a success of this role.

Health and Safety

Under the Health and Safety at Work Act 1974 and subsequent legislation, the school is obliged to provide you with a work place and working conditions which so far as is reasonably practicable, are safe and without risk to health. You are required by health and safety legislation to take reasonable care for your own health and safety and for the health and safety of others.

Application

If you wish to be considered for this role, please complete the online support staff application form at <http://www.sevenoaksschool.org/support-vacancies/>

The closing date for applications is 08/12/2021 at 23:59.

The school reserves the right to appoint at any stage of the recruitment process. Applications may be reviewed on a daily basis and interviews may occur at



any stage. We therefore invite interested candidates to apply as soon as possible.

At Sevenoaks School our mission is to ensure that students secure their full potential. We prepare young people for life in a modern, global society and seek to provide every student with excellent role models. Having a diverse staff enhances our school community and we warmly welcome applicants from all backgrounds.

Sevenoaks School is a Covid-19 secure environment. Interviews will be held in person in line with social distancing requirements.

Please contact the Human Resources Office at humanresources@sevenoaksschool.org or by telephone on 01732 467740 if you have any questions about a completed application.