

**Candidate Information Pack
Appointment of Examinations Officer
Full-Time, Term-Time, Permanent
Start Date: Early 2019, as soon as possible**



Front View of Main School Building

Sir William Perkins's School
Guildford Road
Chertsey
Surrey KT16 9BN
T: 01932 574900
email: recruitment@swps.org.uk
www.swps.org.uk

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New Sixth Form Centre opened Summer 2016



Working at Sir William Perkins's School

Sir William Perkins's School is a high-performing independent girl's school for approximately 600 students aged 11 – 18 years. The Head is both a member of HMC and GSA. It was founded in 1725 and is now on an attractive 12 acre site situated on the outskirts of Chertsey, a two minute walk from the railway station and very near to the junction of the M3 and M25.

The School has excellent facilities, having benefited from an extensive and ongoing building and refurbishment programme including a new sixth form centre which opened in summer 2016 and a building walk through is available at <https://www.youtube.com/watch?v=PQJ-ZtNAzdo>. Entrance to the School is by competitive examination and the School values its excellent academic reputation. The students are highly motivated and eager to learn. Significant emphasis is also placed on the broad and balanced curriculum, the wide-ranging co-curricular activities and the caring and supportive environment.

The ISI regulatory compliance inspection in September 2016 recorded that all eight parts of the standard were met and our report in the Good Schools Guide 2016 describes our "Excellent Results achieved with a big dollop of humour, humanity and freedom of thought".

The November 2010 Inspection report said of the School community: "The quality of the pupils' personal development is excellent. This is central to the School's aims and is reflected in the happy, caring, respectful relationships and strong sense of community awareness that are prevalent throughout the school." They also commented that, "Teachers possess strong subject knowledge and they have high expectations for pupils' success. Praise and encouragement are used effectively and this adds to pupils' enjoyment" as well as declaring, "Pupils demonstrate excellent social awareness and they grow up to be poised, confident and articulate young women".

The staff are thoroughly professional, highly qualified and knowledgeable, enthusiastic and passionate about their own subjects, as well as understanding the importance of the breadth of the educational experience that we provide.

The school is characterised by a warm and welcoming atmosphere and mutually supportive approach. Expectations of staff are high but equally, personal workloads are carefully considered by the Senior Leadership Team. There are plenty of opportunities for further appropriate professional development and a generous inset budget. All staff are equally valued for their part in the overall success of the school and there is a strong sense of fun and humour.

The governors are keen to ensure that staff remuneration is competitive and are continually reviewing the package to ensure that SWPS can attract and retain outstanding teachers.

Further information about the School and our most recent inspection report can be accessed at www.swps.org.uk



Vision

Sir William Perkins's School builds confidence, integrity and excellence in a caring, innovative and happy community so that each student leaves having been given the best possible chance of achieving their full potential, taking with them sound values, a breadth of skills and knowledge, and ready to take on the world!

Academic success is our priority but education should be about far more than just top grades. We believe in educating the whole person and equipping our students to make their mark on the world. We encourage them to get involved in the many co-curricular activities on offer, to take every opportunity to develop their interests and creativity, their interpersonal, teamwork and leadership skills, to be forward-thinking, and to reach into the wider community.

Values

- To provide an excellent all round education for its students.
- To maintain high academic standards.
- To encourage the enjoyment of learning and good habits of work.
- To help each student
 - to develop fully as an individual
 - to cultivate creative and practical skills
 - to gain the qualifications they needs to embark on their chosen career
 - to grow in confidence
 - to think independently
 - to be a responsible, unselfish member of the community



The Position

We are seeking to appoint an Examinations Officer to organise the Schools external and internal examination process from early 2019. We are looking for a reliable, enthusiastic and hardworking individual who will inspire confidence and has with excellent organisation and interpersonal skills.

The role will have significant contact with staff, students and parents/carers at all levels of the school, as well as precise, detailed administration with high levels of accountability. Experience of working to industry standards or examinations is desirable but not essential.

This post is permanent and is 95% full-time: full-time during term-time plus our 4 INSET days and 30 days in the school holidays to process and publish public examination results. The School has its own salary scale. The salary package will depend on qualifications, experience and hours of work.

Sir William Perkins's School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The successful applicant will be expected to complete an enhanced DBS disclosure.

Examinations Officer - Person Specification

Qualifications and Experience

- Qualifications to A Level or equivalent is desirable but not essential
- Experienced administrator
- Experience of using a Management Information System such as SIMS
- Some understanding of schools, including examinations is desirable but not essential

Knowledge, skills and abilities

- Excellent organisational and time management skills
- Stays calm under pressure
- Able to relate effectively and to earn the confidence of colleagues, students and parents/carers
- Confident ICT user, including word processing, spreadsheets and database
- Ability to lead the teams of invigilators (internal and external)
- Ability to stay calm even under pressure or in a crisis
- Ability to deal with exam students who might be anxious

Personal

- Commitment to the aims, ethos and objectives of the School
- Reliable and dependable
- Able to work within and uphold precise regulations and practice pertaining to examinations
- Trustworthy and comfortable dealing with confidential information
- Good listener and communicator
- Able to adapt communication skills to a wide range of people, from students to senior leaders to external examination bodies
- Professional and with integrity
- Dedicated and hard-working
- An effective team-player, happy to get involved
- Flexible and willing
- Kind, positive, enthusiastic and with a good sense of humour

Examination Officer - Job Description

Accountable to: The Head of Centre (Head of School);
Line managed by Academic Deputy Head

The post holder will be the Examinations Officer as defined by JCQ regulations. The major focus of the role is to administer all internal and external examinations for the school. This is not necessarily a comprehensive definition. It may be subject to modification or amendment after consultation with the holder of the post or as and when national regulations change.

- Support the aims, policies and development plans for the school.
- Form good relationships with staff, students, parents/carers and external bodies.
- Ensure that relevant aspects of the school's Health and Safety Policy are implemented
- Administer examination entries, producing timetables, organising special arrangements (including liaising with the SENDCO for special considerations), resolving clashes, keeping precise records, communicating with candidates etc.
- Liaise with the Bursary about examination costs, ensuring details are accurate
- Organise the collection and submission of non-examination assessment data and materials, as required
- Update leavers annually, adding the new intake onto the examinations spreadsheets and systems
- Liaise with the Academic Deputy Head during the annual updating of the school's examination policies. Download results from the examination boards
- Work with the data manager to prepare spreadsheets for internal analysis and reporting of headline statistics to external organisations (e.g. DfE, ISC, etc.).
- Organise the distribution of candidate results
- Organise and administer EARs and ATSS
- Organise and oversee the team of external invigilators, liaising with the Bursary regarding appointment, suitability, employment checks and payments
- Organise and administer invigilation of internal and external examinations, including creating timetables
- Book and organise the setting up of examination rooms, including ICT support
- Organise stationery, 'phones, clocks, notices for use in examination rooms as required
- Organise and administer examination script deliveries, storage and dispatches
- Liaise with the all relevant staff concerning all processes relating to examinations
- Organise entries for university admissions tests e.g. BMAT etc
- Undertake any reasonable task as directed by the Senior Leadership Team.
- Strive for personal and professional development through active involvement in the School's appraisal system and performance management procedures
- Be committed to the safeguarding of children and young people

Salary and Benefits

Sir William Perkins's School is a friendly, exciting and supportive place to work and we hope that you will want to join us. The school offers an attractive range of benefits as outlined below:

- Competitive Salary which recognises the qualifications, skills and experience of the candidate. The School has its own salary scale.
- Teachers' Pension Scheme for teaching staff and membership of group personal pension scheme (with life assurance) for non-teaching staff.
- Private Medical Insurance with AXA PP for Senior Leadership Team members
- Learning and development opportunities including financial support for postgraduate study
- 174 Teaching Days plus 4 INSET days per year.
- Defined process to apply for teaching salary thresholds.
- Initial teaching training through University of Buckingham and NQT induction programme both include reduced timetable and weekly mentor support
- Free lunches, tea and coffee
- Free car parking on site
- Enhanced sickness and family friendly policies
- Free use of School Gym at specified times
- On site Fitness sessions for a small fee.
- Strong tradition of on-going financial investment and development
- Opportunities to travel the world through domestic and international trips and tours.
- Library facilities open to all
- Offers scholarships and bursaries as a registered charity from our own school fund
- Christmas closure
- Staff Social Committee
- Warm welcome and an excellent staff room



New Staff Room and Kitchen Autumn 2017



Refurbished Staff Workroom Autumn 2017

Recruitment Process

Application

Your cover letter and application should be addressed to the Head, Mr C C Muller and are made by applying through the School's website at <https://swps.careers.eteach.com/>

If you would like to arrange to tour the School before making an application or have any questions then please contact Mrs H Wood, HR Manager on 01932 574955 or at recruitment@swps.org.uk

Timetable

Applications will be considered on arrival and the School reserves the right to interview and appoint before the closing date.

Closing Date for Applications is Monday 21 January 2019 at 1pm

Candidates will be notified by no later than 23 January 2019 whether they will be invited to interview. References will not be taken up until a candidate has been notified of this.

Location

Full Details are available at <http://www.swps.org.uk/Location>

By Road

The school is conveniently situated on the A320 between Staines and Woking, with easy road access and Junction 11 of the M25 is within a few minutes' drive of the school.

By Rail

Chertsey Train Station is a five minute walk away from the school.



Sir William Perkins's School Boat Club opened Spring 2016