

# APPLICANT PACK

*Examinations Assistant*

*Celebrating Every Individual*



## WELCOME TO RADNOR

Thank you for your interest in working at Radnor House Sevenoaks. We are delighted that you are considering joining our vibrant and dynamic school community.

Radnor House Sevenoaks is a co-educational independent day school, set in the picturesque surroundings of Kent. We pride ourselves on providing a supportive, inclusive, and inspiring educational environment for students aged 2 to 18. Our ethos is built on the core values of Excellence, Respect, Perseverance and Courage which we instil in our students from the earliest years through to their final days with us.

Our school is renowned for its commitment to academic excellence, pastoral care, and a broad co-curricular program. We believe that education extends far beyond the classroom, and we encourage our students to engage in a diverse range of activities that develop their talents and interests. Whether it is through sports, music, drama, or community service, we strive to nurture well-rounded individuals who are prepared to make a positive impact in the world.

As a member of our staff, you will be joining a team of dedicated and passionate professionals who share a common goal of delivering the highest quality education. We offer a supportive and collaborative working environment where every staff member is valued and encouraged to contribute to the ongoing success and development of the school. Professional development is a key focus at Radnor House Sevenoaks, and we are committed to providing opportunities for growth and advancement for all our staff.

We look forward to the possibility of welcoming you to our school and working together to continue to provide an outstanding education for our students. Should you have any questions or require further information, please do not hesitate to contact us.

**David Paton**  
Head



“An intimate setting that focuses on individual care and attention.”

MUDDY STILETTOS







# ABOUT THE SCHOOL

Radnor House Sevenoaks was established in 2016, building on the rich heritage of Combe Bank School, which it acquired. Situated in Sundridge, near Sevenoaks, the school is set in 27 acres of beautiful countryside, providing a tranquil and inspiring environment for learning. Radnor House Sevenoaks is an independent, co-educational day school for pupils aged 2 to 18, with a strong emphasis on celebrating every individual and nurturing personal growth.

The school's ethos is built on four core values: **Excellence, Perseverance, Courage and Respect**, which permeate every aspect of its educational approach. Our strapline, "Celebrating every individual", underlines our commitment to recognising and fostering the unique talents and potential of every student.

The school grounds combines the charm of historic architecture with modern facilities to create a well-resourced learning environment. Alongside traditional classrooms, there are specialist facilities for science, art, music, drama and sports. The extensive grounds include playing fields, outdoor learning spaces, and areas dedicated to outdoor adventurous education, offering pupils a diverse range of opportunities to grow both academically and personally.

Pupils at Radnor House Sevenoaks benefit from a broad and balanced curriculum, designed to develop intellectual curiosity and equip them with the skills they need for a rapidly evolving world. The Prep School provides a solid foundation, with a focus on key academic subjects alongside creative and physical activities. In the Senior School, students continue to thrive with a diverse curriculum and extensive preparation for their future pathways.

The school offers an impressive co-curricular programme, reflecting its belief in holistic education. Major sports are coached to a high standard, and teams regularly achieve success at local and national levels. Performing arts play a central role in school life, with regular drama productions, music concerts, and dance showcases. Pupils also have the opportunity to participate in initiatives such as the Duke of Edinburgh Award, Young Enterprise, and community service projects. Radnor House Sevenoaks is a proud member of the Round Square network, which promotes global understanding through the IDEALS framework: Internationalism, Democracy, Environmentalism, Adventure, Leadership, and Service.

Pastoral care is a cornerstone of the school's philosophy. Staff take pride in fostering a nurturing and inclusive environment where every pupil feels valued and supported. Relationships between staff and pupils are characterised by mutual respect, and individuality is celebrated alongside academic and co-curricular achievements.

Radnor House Sevenoaks draws its pupils from Sevenoaks, Kent, and the surrounding areas, creating a vibrant and diverse community. Known for its high standards in academics, pastoral care, and co-curricular offerings, the school is dedicated to helping every pupil discover their unique talents and grow into confident, compassionate and capable young adults.



“A traditional setting with a *global eye*,  
the school is *bursting with potential*.”

GOOD SCHOOLS GUIDE





# JOB DESCRIPTION

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## Exams Assistant

### Summary of the Role

Reporting to the Examinations Officer, the Exams Assistant will support the coordination and administration of all examination processes at Radnor House Sevenoaks. This role involves collaborating with key stakeholders, including Heads of Subjects, the IT department, Estates team, and the EAA Officer, to ensure the smooth and efficient delivery of exams.

### Main Responsibilities

- Working as part of the exams and academic administration team and supporting the Examinations Officer, to ensure the smooth running of all exams. This includes working closely with IT, the EAA Officer, Estates Team and Heads of Subjects.
- Liaising with all staff, disseminating information, answering enquiries and dealing with complaints regarding all examinations with staff, students and parents
- Planning and managing the logistics of all examinations. including the production of the timetable, seating plans, rooming and invigilation by teaching staff and external invigilators.
- Ensuring that required materials are in the examination rooms for the start of the examinations, organising exam materials, providing safe custody of and organising examination stationary and materials, including question papers.
- Working with the EAA Officer and IT to manage the Access Arrangements and Special Considerations for pupils and staff.
- Maintaining and updating exam policies in conjunction with the Examinations Officer.

### Other Considerations

- Understand the school regulations and health and safety policies, being aware of and implementing the school rules and school policies, in particular safeguarding of children.
- Co-operating with Radnor House Sevenoaks in all matters concerning Health and Safety and specifically to take reasonable care of their own Health and Safety and that of others who may be affected by their acts or omissions at work.
- To undertake other such duties that may from time to time be reasonably assigned by the Head.
- Any other reasonable duties as commensurate with the grading of the post, or as directed by the Head
- To continue the roles outlined in this job description to the highest level.

The above Statement of Responsibilities is agreed to be an accurate Job Description and should be seen as enabling rather than restrictive and will be subject to regular review.

### Hours of work

- **Line Manager:** Examinations Officer
- **Hours:** Term Time only, Mon to Fri with flexibility around start (07.30 – 08.30) and finish (16:00 to 17:30) required.

# PERSON SPECIFICATION

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## Qualifications

- **Educational Background:** Minimum of GCSEs (A\*-C) in English and Maths or equivalent qualifications.
- **Desirable Qualifications:** A Teaching Assistant qualification (Level 1, 2, or 3) is advantageous but not essential.

## Skills:

- **Organisational Skills:** Strong ability to coordinate examination schedules, manage materials and maintain accurate records.
- **Communication Skills:** Effective interpersonal skills for engaging with students, parents, teachers and other stakeholders.
- **Attention to Detail:** A meticulous approach to exam entries, seating arrangements and results management.
- **IT Proficiency:** Competence in using various IT systems relevant to exam administration.
- **Calm Under Pressure:** Ability to manage exam days efficiently and resolve issues promptly in a high-pressure environment.

“

This is a *great* place to work - working  
with *incredible staff* helping to *build*  
*futures* together.

”

SUPPORT STAFF





# JOIN OUR TEAM AT RADNOR

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Radnor House Sevenoaks offers a competitive salary along with enrollment in a generous contributory pension scheme. Employees with children attending the School may also benefit from a percentage remission of fees. Additionally, lunch is provided free of charge during term time, and all staff have access to the School's exceptional sports facilities.

We are dedicated to creating a supportive work environment for our staff. All employees have access to an Employee Assistance Programme, ensuring well-being and support when needed.

## How to Apply

For more information and to apply for this role, please visit our website:  
[www.radnor-sevenoaks.org/careers](http://www.radnor-sevenoaks.org/careers).

If you have any questions about the position, please contact our HR department at [hr@radnor-sevenoaks.org](mailto:hr@radnor-sevenoaks.org).

## Key Dates

- **Application Deadline:** Thursday 13 March 2025
- **Interviews week commencing:** Monday 17 March 2025
- Applications will be reviewed as they are received, and interviews may be conducted before the closing date. We reserve the right to close the vacancy early if a suitable candidate is found.

## Diversity and Inclusion

Radnor House Sevenoaks welcomes applications from candidates of all backgrounds who meet the requirements for the role. We celebrate diversity and value the unique perspectives it brings to our community.

## Safeguarding Commitment

We are committed to safeguarding and promoting the welfare of children. All applicants must be prepared to undergo child protection screening, including checks with previous employers and an Enhanced Criminal Records Check for Regulated Activity.



Radnor House  
— SEVENOAKS —  
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