

Sutton Grammar School



Exams Assistant

Information for Candidates

Headmaster's welcome



Sutton Grammar School stands out as a superb institution, with a well deserved local and national reputation for its kind, inclusive and dynamic community, as well as its excellent academic outcomes. It is a thriving and purposeful school that puts the nurture of its students' welfare on a par with the nurture of their intellect.

We very much appreciate our staff as our greatest asset. It is the knowledge and commitment of the staff that makes a huge difference to the quality and breadth of the educational and extra-curricular experiences we can offer our students. We seek to reflect this in our supportive and friendly staffroom culture and our 'improve, not prove' approach to appraisal and professional development.

At Sutton Grammar we embrace and celebrate difference and we are proud to be an equal opportunity employer. All staff who work at Sutton Grammar will find an environment that is safe, engaging and embodies the school ethos of excellence, integrity, kindness and community.

Please read carefully through this pack, which includes our safeguarding, equality and data protection statements, prior to applying.

We very much look forward to receiving your application.

Yours faithfully

A handwritten signature in black ink, appearing to read 'Ben Cloves', written in a cursive style.

Ben Cloves
Headmaster



Why work at Sutton Grammar



Our staff

Staff wellbeing is paramount at Sutton Grammar. The whole staff are professionally supportive, fostering an environment where commitment to relevant and high-quality training is a shared goal. Continuous Professional Development is not just a routine but a thoughtful process tailored to individual needs and personal career progression. The camaraderie among our staff is clearly expressed through various events, from the Christmas quiz night to a summer barbecue and weekly sports activities like five-a-side football and badminton, creating a strong sense of community. The staff room is a friendly and busy place at lunchtimes, although the breaktime biscuits are always the highlight of the week.

There is also a staff committee who not only help to organise events but also meet once a term to discuss policies, proposals and staff welfare. This collaboration promotes a dialogue and flexibility that aids a healthy work-life balance. Sutton Grammar is also part of the Employee Assistance Programme (EAP). The EAP is staffed by a team of highly trained and qualified professionals who are experts in fields such as wellbeing, family matters, relationships, debt management, workplace issues, consumer rights and much more. Our admissions policy offers advantageous conditions for current staff who would be interested in their children applying for a place at the school.

Staff testimonials

"Teaching ambitious, motivated students is a joy. SGS is a high-achieving school with a heart; we're not an exam factory. There is a real sense of community and pride among the staff, students, families and community of Sutton Grammar."

"The strong academic culture and positive behaviour at SGS mean teachers can spend more time and energy on excellent teaching, rich schemes of work and a wealth of extra-curricular."

"The students are so passionate and hard-working, which means teaching is centred around a shared passion for your subject. The most impressive thing about SGS is the variety and quantity of extra-curriculum offered to our keen students. It's hard not to get involved with such an enthusiastic group of students."



Opportunities to get involved

For many staff, one of the benefits of working with such enthusiastic and engaging pupils is the motivation this affords to get involved in a range of extra-curricular opportunities.

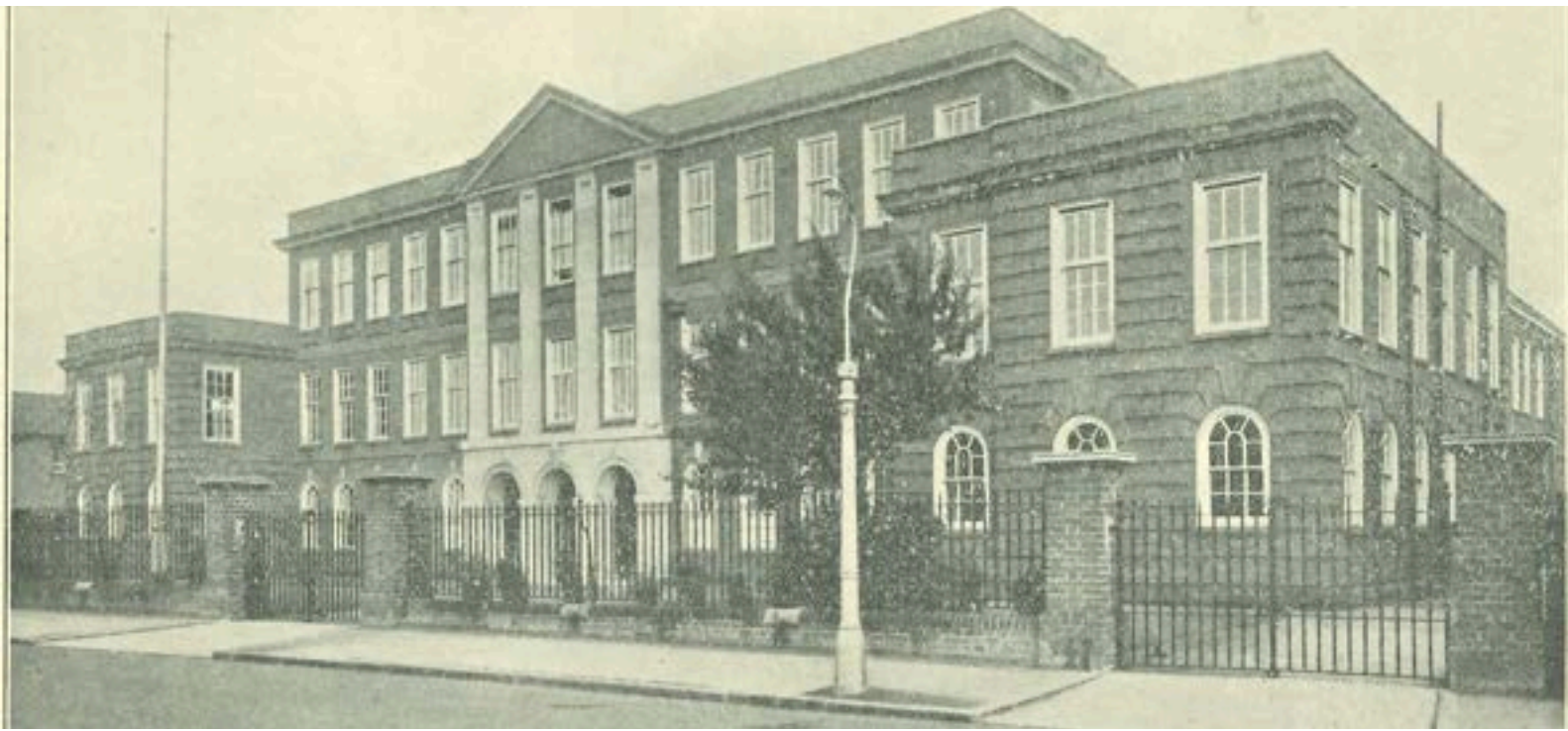
We provide a large extra-curricular programme at lunchtimes and after school, including board games, history and environment clubs, chess teams, orchestra and music clubs, debating teams and much more. If you're a sports fan, there is always the chance to step on our beautiful playing fields and try your hand at coaching football and cricket teams or help out at athletics events. The school also has a thriving Combined Cadet Force that is attended by a large number of our pupils. To view our current extra-curricular clubs timetable, please [click here](#).

Trips run throughout the school year, ranging from conferences in London to skiing in the Alps. These provide another rich selection of experiences for students and staff alike. Several of these trips occur in Activities Week in the summer term, where the whole school takes part in a variety of extra-curricular pursuits. These include day trips to London and language trips to France, Germany and Spain. Other trips include visits to Washington, Iceland, Devon, Berlin and WWI battlefields. The Duke of Edinburgh Scheme is a popular pursuit for pupils, and staff have the opportunity to join these weekends for a chance to explore the great outdoors.

'It is very often the activities outside of the classroom that will give our pupils their first opportunities of leadership and service. They learn to work together, learn to take initiative, learn how to lose and learn which things are more important than winning and losing' - Mr Costello, Head of Curriculum

'The best thing about coming to SGS is the range of extra-curricular clubs and activities because there are so many to choose from. You will definitely find one you like, and you can even start your own club' - Ben, Year 8 pupil

Why work at Sutton Grammar



School history

Sutton Grammar School was founded in 1899 and moved to its present location in 1928. Its motto *Keep Faith* was adopted in 1954, replacing its previous motto *Floreat Suttona* (may Sutton flourish).

There is a thriving House system within the school. After years of a four-house system, a fifth house was introduced in 2017 to accommodate an increase in the number of students entering the school. The houses are named after the four roads around the school, with the fifth house being named after the original site. Each year the House Shield is fiercely contested by pupils, who score points for their houses through a variety of competitions including, arts, music, science, sports and literature.

The Old Suttonians Association is an organisation for former pupils and staff which hosts several events each year and fields numerous sports teams. Many Old Suttonians offer mentoring and careers advice to current students and work hard to maintain close links with the school.

Our location

The school is located in the heart of Sutton, a town with a thriving high street, excellent transport links and numerous green spaces in the town and nearby.

The school is just a short stroll from Sutton's mile-long high street, which boasts many popular, well known stores. There are numerous restaurants, bars and even a live music venue for those looking to socialise after work.

Sutton train station is half a mile from the school and boasts direct rail links to Clapham Junction, Victoria, London Bridge and St Pancras International. Sutton is also served more than 20 bus routes and has good links by car to the M25 and A3.

About the role



Exams Administrative Assistant

We are seeking to appoint an Exams Administrative Assistant. This is an exciting opportunity to join one of the top-performing schools in England. We are seeking a key member of the support staff who will assist our examination officer in administrative tasks for all public and internal examinations as well as invigilation by joining an excellent administration team.

This is a busy role that will suit an individual who is highly organised, calm and an effective communicator. Exams admin experience will be an advantage but is not essential. The role is flexible on the days required, it is an annualised contract based on 492 hours per year, mostly to be worked during the exam season.

The successful candidate will have excellent communication and interpersonal skills to work with people at all levels, the ability to organise work, prioritise tasks and manage time effectively. You will have the ability to resolve problems and use your own initiative under pressure and also plan a workload to meet deadlines.

At Sutton Grammar School we offer:

- The opportunity to work with bright, perceptive and ambitious young people
- First class pastoral care with a clear focus on the wellbeing of students and staff alike
- A well established, successful Department and wider School Common Room
- A friendly team working in the best interests of our pupils but also of one another

Exams Assistant Job Description

Salary/Grade: S10-S13 - 492 annualised hours - to be worked as required by the exams office

Reporting to: Exams Officer

Liaising with: All members of staff, Parents and students

Purpose:

- To assist the Exam Officer for the administration and operation of the School's examination processes ensuring that the internal and external examinations are well organised and that examination board requirements are met.

MAIN DUTIES

- To assist Exams officer in the overall running of the examination process.
- To assist in setting up examination rooms at the start of each season.
- To assist with the preparation of the examination halls by distributing stationery and examination materials to candidates prior to the start of the examination session.
- To be responsible for collecting a register of attendance at each exam venue and notify of any absentees.
- To ensure that candidates have sufficient stationery during the course of the examination.
- To supervise the candidates throughout the whole time that the examinations are in progress and to give complete attention at all times to this duty.
- To assist in the collection of the candidates' scripts and to arrange the scripts in Attendance Register order.
- To assist Exams officer in the packaging of the scripts prior to their despatch.
- To undertake non-examination responsibilities that may be reasonably required.
- Candidates must be flexible with regards to hours worked during the examination periods.
- Ensure the school's safeguarding policy is adhered to.

Additional Job Requirements

- Assist Exams officer (EO) with examination entries. Print timetables, update changes where necessary.
- Print entry lists. Update amendments (by hand). Provide members of staff with entry lists when requested.
- Advise students re costs/entry codes/procedures for resits. Regularly check with Finance Office for resit requests, check for errors, make changes and print new timetables.
- Receive/sort examination certificates from Boards. Attempt to deliver to students.
- Special Considerations: maintain students' details, apply for relevant examinations. Contact family where further evidence is required. Hard copy requests to be made to Boards where online service is not possible. Copies of requests to be filed for future reference.
- Maintain file for Exam Incident Reports. Advise invigilators on completing reports.
- Maintain timesheets for Invigilators which are sent to EO for approval.
- Receive queries from examination boards re candidates/entries/coursework . Request information from EO/faculty if necessary. Ensure replies are answered asap.
- Contact examination boards via email/phone/fax for various queries for Examinations Office and teaching staff.
- Centre Declaration forms, Candidate Record forms.
- Estimated grades (include or are all to be done by faculty online?).
- Receive coursework samples/MP3 players for speaking examinations from Heads of Faculty, package and forward to moderators.
- Maintain up-to-date list of Invigilators contact details.

Exams Assistant Job Description

- Providing administrative support for the Safeguarding and Pastoral Teams where necessary
- Request Invigilator's availability for examinations. Collate replies, allocate duties, update timetable to reflect appointments. Reassign duties for Invigilators no longer available for allocated sessions (email and post).
- Receive post from examination boards. Forward to EO, Faculty Heads.
- Using entry lists, record number of candidates against specific examinations on master list.
- Receive examination scripts from boards. Check dispatch notes against actual scripts received. Liaise with boards re discrepancies. Record number of scripts received on master list against number of students sitting examination. Store scripts in securely, in date order, in line with JCQ regulations.
- Receive examination stationery, keep in secure storage. Ensure sufficient supply for current examination season.
- Maintain supply of examination-related equipment (clocks, whiteboard markers, clocks, batteries, etc.).
- Prepare stationery boxes with required equipment (spare pens, JCQ regulations booklet, etc.).
- Liaise with IT department & SEND regarding the use of laptops for examination use only.
- Maintain supply of Chemistry, Maths Data booklets for use in examinations. Ensure sufficient numbers for examinations.
- Access Arrangements: Communicate with parents provision of arrangements. Retain list of students entitled to Access Arrangements. Liaise with SEN for details of students who have completed testing within school (i.e. handwriting speed).
- Update EO of new access arrangement application details (i.e. broken limbs).
- Inform SEN numbers of readers/scribes required for each examination session, provide applicable timetables to SEN for information.
- Using individual timetables, compile list of daily requirements of access arrangements/clashes (where known) to be used for seating plans.
- EO will create seating plans using SIMS. Photocopy to A3, 1 copy to be posted on Exams Notice board. Invigilators copy of seating plan to be amended to show extra-time students/readers/scribes/laptops/rest breaks/clashes/tier changes. Subject groups to be highlighted to identify different examinations.
- Set up examination rooms according to regulations at start of each season.
- Provide entry lists on daily basis to Reception to identify students absent from lessons.
- Replenish stationery boxes for invigilators use to ensure sufficient materials.
- Brief invigilators on arrival and handover of examination scripts. Inform Invigilators of special arrangements/erratum notices.
- Ensure invigilators take all relevant material to examinations room (stationery, answer sheets, laptops, box for collecting mobile phones/ipods, raffle tickets).
- Make necessary arrangements for students sitting in rooms on their own.
- Support invigilators with questions/concerns.
- Help EO oversee layout of examination scripts.
- Direct students into the examination room to ensure quiet, orderly entrance. Answer students' queries where necessary.
- Identify students absent from examinations. Attempt to contact those missing. Inform reception/subject heads and Head of Sixth Form of absent candidates.
- Receive examination scripts at end of examination. Arrange scripts in candidate order if not done by invigilators.
- Complete Attendance Register. Make certain cover sheets are completed, signed and included with scripts requiring readers/scribes. Examinations completed on laptops to be downloaded, printed and signed by candidate including relevant cover sheet. Package scripts for collection by ParcelForce.

Exams Assistant Person Specification

- Record delivery details on Despatch Note. Ensure scripts not collected from Reception at the end of the day are returned to secure storage.
- Post Results - advise students on fees and services. Make applications when requested. Receive payment for forwarding to Finance department. Receive results via post and online, arrange collection/delivery to student.
- Receive enquiries from former students regarding certificates not collected, confirmation of results.
- Collate results for collection by students.
- To assist with the School Entrance Test (SET) and Stage 2 Testing administration as directed by the Admissions Officer (during the month of September).

Other Duties:

- Staff 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.
- Be aware of and comply with policies and procedures relating to safeguarding, child protection, equal opportunities, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Participate in training and other learning activities as required.
- To carry out duties of a similar nature from time to time as may be required by the Headmaster

The post-holder's Line Manager may stipulate other reasonable requirements. This job description is not exhaustive and serves only to highlight the main requirements of the post holder.

The job description will be reviewed regularly and may be subject to change.

Category	Essential	Desirable
Education & Qualifications		<ul style="list-style-type: none"> • Good general standard of education • familiarity with SIMS
Skills, Knowledge & Experience	<ul style="list-style-type: none"> • Ability to communicate effectively both with students, parents and staff. • Reliability and punctuality • To have a flexible approach to work. • Attention to detail, excellent organisational skills and the ability to meet deadlines • Excellent IT skills • Ability to keep accurate records of all aspects of the examination process • A Calm approach with the ability to respond appropriately under pressure. • Ability to use own initiative, yet to judge when a decision is not yours to make. • Ability to keep calm in emergency situations and/or during unexpected circumstances. 	<ul style="list-style-type: none"> • Ability to give instructions • Ability to relate to candidates whilst maintaining an air of authority. • To be patient, tactful and approachable. • Ability to follow predetermined instructions. • The ability to maintain confidentiality when appropriate. • Following the rules as laid down in accordance with the examination boards and the Council for Joint Qualifications (JCQ). • Experience of the practices of a schools exams office.

Important Information



How to apply

Closing date for applications: **Monday 14th July**

Date for interviews: **TBC**

To apply please use the online application form - Quick Apply, via the TES website.

We reserve the right to invite shortlisted candidates for interview ahead of the closing date and may withdraw this vacancy at any time if there is a good level of response. We would therefore recommend that you submit your application as early as possible.

If you have not been called for interview by **18th July** then your application has been unsuccessful.

Sutton Grammar School is a safer recruiter. As such, the successful applicant will be required to undertake a criminal record check via the Disclosure and Barring Service (DBS) and an internet and social media check. Sutton Grammar School is an equal opportunities employer.

Safeguarding Statement:

Sutton Grammar School is committed to safeguarding and promoting the welfare and safety of all students and expects all staff and volunteers to share this commitment. Candidates are expected to demonstrate a sound understanding of leadership of and contribution to a safeguarding environment.

Sutton Grammar School has policies and procedures in place to deal effectively with child protection and safeguarding issues, which include tackling radicalisation and extremism, together with recording and monitoring processes. All staff are trained to a level appropriate to their safeguarding responsibilities.

To promote a safe environment for students, SGS employs a strict selection and recruitment policy which includes all statutory checks on staff and regular volunteers including Enhanced DBS (disclosure and barring service) checks.

Equality Statement:

Sutton Grammar School is fully committed to equality and to valuing diversity as an employer and a provider of education, and so Sutton Grammar School is committed to meet the Public Sector Equality Duty (PSED) requirement to have due regard to the need to eliminate discrimination, advance equality of opportunity and foster good relations.

Data Protection:

As part of our recruitment process, Sutton Grammar School collects and processes personal data relating to job applicants. The Trust is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations. Please see our website

Excellence Kindness

Integrity Community

Excellence

We strive to reach a standard of excellence in everything that we do. From tasks and activities inside and outside the classroom, to being a role-model and ambassador for the School. Excellent effort and participation are on a par with excellent academic outcomes.

"Excellence is an art won by training and habituation. We do not act rightly because we have virtue or excellence, but we rather have those because we have acted rightly. We are what we repeatedly do. Excellence, then, is not an act but a habit." - Will Durant, American historian and philosopher

Integrity

We aim to always be honest and hardworking, and to take decisions and actions informed by our principles. We will act with good character when we are unwatched as watched.

"I am not bound to win, but I am bound to be true. I am not bound to succeed, but I am bound to live up to what light I have." - Abraham Lincoln, 16th President of the United States

Kindness

We will endeavour to make kindness a feature of all interactions in our School. We are friendly, generous and considerate.

"What wisdom can you find greater than kindness." - Jean-Jacques Rousseau, Genevan philosopher, writer and composer

Community

Our strength comes from our tolerance, inclusivity and cohesion. A sense of belonging to an SGS family that will last beyond our years at school. Seeking to serve more than just ourselves.

"Education is for improving the lives of others and for leaving your community and world better than you found it." - Marian Wright Edelman, Civil Rights activist

