



Maidstone Grammar School *for Girls*



Examinations Officer

Required for April 2022 Kent Scheme Salaries 8
£26,598-£30,333 per annum pro rata - Equating to £24,374 per annum
Full-time 37 hours per week term time plus 3 weeks
8am-4.00pm Monday-Thursday and Friday 8am-3.30pm





About Us

Welcome to our forward-thinking community with a tradition of excellence

Maidstone Grammar School for Girls, or 'MGGS', as it is more often known, has a strong community spirit which is underpinned by our belief that the happiness of all our students is key to enabling them to succeed. We have been providing an academic education for girls (and boys in the Sixth Form) from the town of Maidstone and its surrounding area for over 130 years.

MGGS is a very special place. Our students love learning; they are talented, compassionate and inquiring young people who have a deep sense of belonging and commitment to their school.

As an outstanding school we are 'A forward-thinking community with a tradition of excellence', ensuring we develop young adults of character, who are able to flourish as adults in today's society. We deliberately combine our rich tradition of community service with the school's strong house system. The school's house system brings students of all ages together in many whole school activities and creates friendships which endure, lasting well beyond their years at school. At MGGS we focus on students as individuals, fully engaging with the latest technology available to enhance students' learning.

Our academic curriculum at MGGS provides students with outstanding examination results year on year. The Department for Education measures the progress students make over KS3 and KS4 with a Progress 8 score. Our results always place us 'well above average' and currently in the top 2% of schools in the country. Our curriculum is underpinned by our Advanced Thinking School, status with the Cognitive Education Centre of the University of Exeter.

"I love being part of the MGGS community. From day one I felt welcomed into something special. There are so many opportunities for me to try new things and take part in activities that I enjoy. I really feel that my happiness is as important to the school as my academic success." Year 7 Student

MGGS is a Leading Light school, using G Suite for Education, and we have been acknowledged by Google UK as one of the most advanced schools for its integrated use to promote student learning. MGGS is a Computing Hub for the South East, a status awarded by the Department for Education for our high standards in Computer Science. Other notable awards include the British Council's prestigious International School Award in recognition of our work in bringing the world into the classroom. Furthermore, we have been successfully reassessed and have maintained our Quality in Careers Standard, the national quality award for careers education, information, advice and guidance (CEIAG).

We are widely recognised for our broad and balanced curriculum (all students study two languages at Key Stage 3), and our tradition of academic excellence, together with the many enriching extra-curricular activities we provide for students. We believe that our Curriculum and Sixth Form Extra enrichment programmes are vital to building self-confidence, resilience, and leadership skills in all of our students. We nurture individuality and scholarship to ensure that our young people will go on to take leading roles in society and become happy and fulfilled adults.

Our Results

Results in 2020 and 2021 were teacher assessed and therefore, headlines were not published.

Summer 2019 saw our students achieve the best set of A level results since the curriculum reform, which is recognition of the many hours of hard work students have invested, together with the support and guidance of the teaching staff throughout their time at MGGS.

We are exceptionally proud of all of our students in recent years, some of whom achieved considerable personal

success in the face of challenging circumstances. We see a continued trend of increasing academic results year on year at MGGs, enabling students to pursue their individual goals. They go on to pursue a wide range of pathways, including university study, apprenticeships and employment.

The Team & Our Facilities

The post holder will report to the Assistant Headteacher responsible for Examinations and Data within the school and will manage the part-time Examinations Administrator, along with a strong team of experienced casual relief Examination Invigilators.

Our examination facilities include a large Main Hall and accompanying interview rooms for examinations, along with a Small Hall and Gym which can also be used.



The Post

Examinations Officer

Required for April 2022

Kent Scheme Salaries 8 £26,598-£30,333 per annum pro rata

Equating to £24,374 per annum

Full-time 37 hours per week term time plus 3 weeks

8am-4.00pm Monday-Thursday and Friday 8am-3.30pm

The successful candidate will be responsible for the school's public and internal examinations. The job requires a high level of accuracy, and an ability to communicate effectively with staff, students and external agencies, along with the ability to manage team members; the part-time Examinations Administrator and the casual Examination Invigilation Team. This job may suit a recently qualified graduate.

Staff Development Opportunities

Maidstone Grammar School for Girls is a very successful selective girls' school of 1,220 students with a mixed sixth form of approximately 340. The post offers the opportunity to work with intellectually able young people in a supportive and friendly environment. Staff benefits include strong support for professional development.

Opportunities include:

- A personal induction programme
- CPD days and a range of workshops delivered through twilight
- Performance development opportunities
- Relevant external CPD training courses.

Maidstone Grammar School for Girls is located on a 16 acre site surrounded by attractive open grassed areas and woodland. We are within easy walking distance from the centre of Maidstone and served by two nearby mainline rail links and convenient access to the M20 and M2 motorways. We also have ample on-site parking and virtually all our facilities, including washrooms, have disabled access.

Staff Benefits

Maidstone Grammar School for Girls is located on a 16 acre site surrounded by attractive open grassed areas and woodland. We are within easy walking distance from the centre of Maidstone and served by two nearby mainline rail links and convenient access to the M20 and M2 motorways. We also have ample on-site parking and virtually all our facilities, including washrooms, have disabled access.

- Kent Reward System
- Cycle 2 Work Scheme
- Health Care Plan*
- Free On-Site Parking
- Free break-time coffee/tea
- Staff Well-being Committee

*Available to permanent employees only.

How to Apply

Applicants should complete the application form and email it along with a covering letter addressed to the Headteacher, Miss Deborah Stanley via mstarns@mggs.org. If you require any additional information please contact Ms Starns, PA to the Headteacher via email: mstarns@mggs.org.

Please note that pre-interview visits are not available, however, full information including a virtual tour can be found on our website <https://www.mggs.org/>

The Application Process

Application forms and full details can also be found on our Vacancies page on our website: <https://www.mggs.org/joining-us/join-our-team/vacancies/> and should be sent to mstarns@mggs.org.

References for teaching staff will be taken up prior to interview and should include your current Headteacher where applicable. Support staff references where indicated will be taken up prior to interview.

Important Dates

*Closing date for applications: 8am on Monday, 25th April 2022

Interview date: Wednesday, 27th April 2022

* Applications are welcomed immediately. Applications will be considered in the order in which they are received. Suitable candidates may be interviewed before the closing date and Maidstone Grammar School for Girls reserves the right to withdraw the position if an early appointment is made.

Our School and all its personnel are committed to safeguarding and promoting the welfare of the children. All posts are subject to an Enhanced Disclosure Application to the Disclosure and Barring Service. For more information please see our [Safeguarding Policy](#).

Job Description

Summary of Job:

The Examinations Officer is responsible for the administration and organisation of all aspects of internal and external examinations in accordance with the regulations laid down by the awarding bodies and school policy.

Key responsibilities: the main responsibilities of the post will include:

- Liaising with all staff, eg heads of department regarding entries.
- Disseminating information, answering enquiries and dealing with complaints regarding external examinations with staff, students and parents/carers.
- Submitting accurate entries for external examinations to awarding bodies in advance of deadlines.
- Organising SEN provision, including liaising with the SEN coordinator regarding candidates with SEN; applying to awarding bodies for special arrangements for such candidates.
- Oversee administration for all other exams, e.g. internal school exams, casual admissions, CATs, BMAT etc.
- To keep informed of the role of Data Manager so as to be able to deputise for the Data Manager where appropriate.
- Ensuring the school is compliant with the current JCQ regulations for public examinations
- Managing the daily running of internal and external examinations. This will include:
 - Ensuring that all required materials are in the examination rooms for the start of the examinations and arrangements for candidates with special educational needs are in place.
 - Organising exam materials, providing safe custody of and organising examination stationery and materials, including question papers, in accordance with regulations.12
 - Organising the examination rooms, in accordance with regulations.
 - Providing a centre timetable to include dates, times, venues and number of candidates.
 - Resolving examination clashes in accordance with regulations.
 - Briefing candidates on examination regulations and producing written guidelines for staff and students; ensuring candidates are aware of their own examination timetables.
 - Collecting and despatching worked scripts in accordance with the regulations.
 - Arranging invigilation, including briefing and training invigilators in school procedures.
 - Being present and available in school on all the days when results are notified, and overseeing the distribution of results to candidates (This is usually the last two weeks in August).
 - Producing analyses of examination results as soon as practicable.
 - Providing statistics on examination entries and results for the headteacher, senior management team, governors, Local Authority, DfE etc.
 - Checking DfE and other examination statistics before publication.
 - Overseeing the checking and distribution of certificates.
 - Processing enquiries about results and requests for return of scripts.
 - Ensuring that costs of retakes etc are reimbursed by candidates/departments, as appropriate.

- Encouraging a positive examination culture in the school to which all staff and students subscribe.
- Liaising with Government organisations as appropriate e.g. JCQ, OFQUAL.
- Keeping up to date with the requirements of the role. Ensuring attendance at appropriate awarding body and other INSET training meetings, etc and keeping up to date with the latest procedures and regulations for external examinations.
- Making external examination arrangements for private candidates.
- Coordinate internal literacy support session, in conjunction with the English department
- Arranging external examinations for non-curriculum subjects, eg English Speaking Board exams.
- Making arrangements for internal examinations, including the production of the timetable, rooming and invigilation.

Managing Staff and Finances

- Be responsible for the management, training and supervision of Examination Invigilators.
- Oversee the examinations budget.

General Responsibilities:

- To be available on an ad hoc basis to take part in covering lessons, school trips, taking responsibility for a group of students.
- Undertake appropriate training and professional development, as required by the school and in consultation with the line manager and Headteacher.
- Comply with school policies and procedures (including those relating to Equal Opportunities, Health and Safety, confidentiality and data protection) and uphold the ethos of the school.
- Undertake any other duties as required, commensurate with the post.

Staff & Others Line Managed by the Post Holder:

- Examinations Administration and casual relief Examination Invigilators (where appropriate).

Person Specification

A list of qualities required always looks daunting. However, we would like to reassure you that we are realistic, and more interested in you as a whole person rather than in a tick-list of your attributes. It is not expected that you will have had the opportunity to develop each of the skills to the same level. Please use the statement in support of your application as an opportunity to tell us about your strengths, or the elements of your work of which you are most proud, and the ways in which you could make a contribution to this school.

Characteristics

Qualifications

- A good standard of education including literacy and numeracy (at least GCSE Mathematics at grade B)
- A minimum of level 3 A level qualifications or equivalent

Personal qualities

- Have good written, verbal, numeracy and analysis skills
- Ability to relate well to and communicate with school staff, candidates of all abilities, parents and carers
- Capacity for hard work and high expectations of self and students
- Ability to make difficult decisions and prioritise
- A commitment to raising standards and to ensuring maximum effectiveness in relation to the department's work. A commitment to raising standards and to ensuring maximum effectiveness in relation to the department's work
- Generosity of spirit
- Strong work ethic and capacity for hard work
- Willingness to contribute to extra-curricular activities

Knowledge and skills

- ICT literate and able to use the internet, eg consult websites, access information, download material/make entries electronically, operate the school's database, produce and operate spreadsheet packages, produce analyses, use email.
- Be able to work in an organised and methodical way and have sound organisational and coordination skills.
- Be able to work accurately and to deadlines
- Be able to work effectively under pressure
- Be able to maintain confidentiality
- Have good supervisory skills
- Knowledge of SIMS

Experience and training

- Experience of working with students
- Experience of working within a secondary school
- Willingness to take part in professional development



*Our School and all its personnel are committed to safeguarding and promoting the welfare of the children.
This post is subject to an Enhanced Disclosure Application to the Disclosure and Barring Service.*