



# Examination Assistant Candidate Pack



A **Beyond** ACADEMY  
SCHOOLS TRUST

The Robert Napier School, Third Avenue, Gillingham, Medway, ME7 2LX  
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## Introductory message from Steve Quenby, Headteacher

Thank you for the interest you have shown in the role of Examination Assistant at The Robert Napier School.

I hope you find this application pack informative however if you have any questions or require further information, please don't hesitate to contact me at the school using the details below.

We are seeking an enthusiastic Examination Assistant to support the Examination and Data Manager. Working under the direction of the Examination and Data Manager, the successful candidate will have a key role in arranging, administering, and timetabling of public and internal examinations, and supporting the Data Office when required. They will exhibit a pro-active and positive approach to student achievement, helping to raise the standards and development of the learning environment. In addition, the post holder will support the Heads of Department and assist in the development of the exams processes and support the Examination and Data Manager in ensuring systems are JCQ compliance

Our school is an inclusive environment within which to work and be educated, and this role affords the successful candidate the opportunity of ensuring access arrangements for all ability students is of a high standard. Ensuring the examination administrative tasks are completed efficiently and in a timely manner, communicating well with all parties and the delivery of effective scheduling will ensure the exam process is as stress free as possible for both students and staff alike.

I hope you find this applicant pack informative. If you have any further enquiries, please do not hesitate to contact us here at the school, using the contact details in this pack. I look forward to receiving your application.

Steve Quenby  
Headteacher



## About The Robert Napier School



Built upon the school motto of Learn, Believe, Achieve, we look to engender the school values of respect, trust, perseverance, resilience, fairness, and courage in all our students, ensuring they are ready to contribute to their community when they leave us at the end of their studies. All staff are central to ensuring students have the right attitude towards their own learning and success, taking advantage of all the opportunities afforded by the school.

Based in the heart of the Medway Towns, The Robert Napier School is a non-selective, mixed secondary school of 1100 students, including 130 in the Sixth Form. The school is an eclectic mix of the old and the new, with the original buildings constructed in the 1850s, when the school was the original 'Gillingham Grammar School'. Since then, the school has grown to include a range of buildings, the most recent being the 'Caxton' block, formally opened in 2011. The school has excellent facilities including state of the art ICT provision, a purpose-built lecture theatre, retractable bleacher seating in the hall to accommodate up to 380 people, a permanent stage with full lighting and sound rig, a multi-use games area, large playing fields and excellent sports facilities. The school also provides specialist Access to Mainstream Provision for vulnerable students, as well as a dedicated Visually Impaired unit.

The school is a proud member of the Beyond Schools Trust. Working in partnership with The Robert Napier School, the Trust is made up of Fort Pitt Grammar School, The Thomas Aveling School, Balfour Junior School and Phoenix Primary School. All the schools are located within a 5-mile radius and work closely to provide an outstanding education, and opportunities, for the children of Medway.

In January 2019, the school was delighted to be rated Good by Ofsted, having been rated requiring improvement and satisfactory in its three previous inspections. This was well deserved recognition of the hard work and dedication of the staff to drive improvements. The school continue to drive standards in all areas, to ensure students receive the best quality education and opportunities.

We value our staff, investing in their training and development at all stages of their career. Comprehensive, individualised training plans are drawn up for all staff, designed to meet their needs and enable them to take the next step in their career. New staff engage in a comprehensive induction programme and are allocated a subject specific mentor, as well as a dedicated coach, all of which is aimed to ease your transition into the school.

## Welcome from our Chief Executive Officer

Welcome to Beyond Schools Trust.

We are an ambitious organisation of 5 schools, serving the educational needs of nearly 4,000 children and young people aged 3 to 19.

Our academies are based in a tight geographical area drawing students and employees from Kent and Medway in the South East of England.

We employ around 600 people in a range of roles designed to support children to be successful when they leave the Trust. We also rely on the time and commitment of over 70 volunteer Trustees and Governors, who share our ambitions for our schools and our students. These are expressed in our vision, our mission, and our values.

We have a strong belief in the value of lifelong learning and in our strategic plan, we set out to develop a Trust that fully prepares children, so they have the skills, knowledge, values, and character to be successful in the world beyond our doors. We also believe that our greatest asset as an organization, is our people, and we are privileged to be involved with such courageous, committed and child-centred employees. Everything we do is aimed at providing our staff with the resources and leadership to achieve their best. We believe that a supported and motivated staff create the best environment and opportunities for students to achieve their full potential.

Andrew Minchin - CEO



# About the Beyond Schools Trust

## Our vision is simple:

To be the most respected family of schools - trusted to provide the highest quality of educational experiences in our communities.

We believe that by working together, rather than in isolation, we can accelerate school improvement and embed our vision in our academies. In working and collaborating towards our common strategic objectives, we can create more opportunities for lifelong success for our students.

The fundamental philosophy behind the Beyond Schools Trust’s vision and strategic plan is all about thinking beyond the present day; looking at what is right for our students and staff both now and in the longer term.

Put simply we strive to:

- Develop and retain the best employees that know how to provide the best educational experience
- Support, motivate and reward our employees to go above and beyond for our students
- Be responsive to our students’ and employees’ needs so they are prepared for a rapidly changing world.

## Our Values

Everyone in our Trust has a part to play in bringing the ethos and culture of our values alive. We are committed to ensuring everyone knows why we should value each other and how we should value each other, so we can create a community where we all aspire to succeed. Our values are not the static states of play but things we are always striving to develop and uphold as part of our culture.



## Our Mission

- **To provide opportunities for everybody to be the best they can be.**
- **We want every one of our students, teachers, or Governors to be the best that can be.**
- **We will work tirelessly to support them to reach their potential.**



## Job Description – Examination Assistant

Reporting to: Examination & Data Manager  
Salary: Trust Scale 4 – 11 £19,264 - £22,129 per annum  
Pro rata This equates to £15,886 - £18,248 per annum  
Contract length: Permanent  
Location: The Robert Napier School, Third Avenue, Gillingham  
Start date: 1<sup>st</sup> September 2022

### Job Purpose

The main function of this post is to support the Examination and Data Manager in arranging, administering, and timetabling of public and internal examinations, and support the Data Office, when required.

This position will work with the Examination & Data Manager, Headteacher, Senior Leadership Team, Heads of Department, Teachers and Support Staff.

*Elements of the work require high levels of discretion and confidentiality*

### Financial Accountability:

The post holder will have no financial responsibility.

### Working environment:

The post will be based within The Robert Napier School.

Hours of work: 8.00am - 4.00pm Monday to Thursday, 8.00am - 3.30pm Friday

Term time only + 5 days. (Available for extra hours if required)

(Does not work on Inset days)

## Duties

- Support with all aspects of arranging, administering, and timetabling of public and internal examinations
- Communication with students, parents & staff & Exam Boards
- To work with the Examination & Data Manager and SENCo Dept to ensure that all arrangements for SEN students have been applied for using Access Arrangements Online.
- Support with the responsibility for complying with the regulations of the JCQ (Joint Council for Qualifications) and ensuring the integrity of the exam process
- To assist with preparation of all exam rooms, prior to and on exam day; suitability of displays, assessment of room layout and size, exam board notices, equipment, candidate ID cards, seating registers, seating plans etc.
- Be able to speak clearly and confidently and make announcements to 200 students.
- To oversee exam invigilators; co-ordinating, scheduling, and timetable exam invigilators and ensuring they have the correct information on exam days.
- Support the Examination & Data Manager with recruitment and training of invigilators
- Assist SLT with arranging external examinations for community language speaking exams.
- To assist with recording and checking on receipt and keeping exam papers filed in a secure place in line with exam board requirements.
- To assist with preparing examination paperwork and exam papers ready for dispatch at end of examinations in order to meet deadlines.
- Assisting with preparation for Results Day – notices, envelopes, student results sheets, checklist, giving out Students' Results on the day and assisting with any queries
- Checking and filing of certificates upon receipt. Enveloping, mail merge to students and checklist ready for collection
- Assist with issuing results on Results Days and managing the post results services.
- Exercise flexibility in working hours at busy times
- Observe and adhere to all Exam & School Policies, Procedures and Regulations
- Be committed to and attend relevant continuous professional development
- The post-holder will deal with sensitive material and should maintain confidentiality in all School related matters
- Support the Data Assistant as required
- Any other reasonable duties requested by the Examination & Data Manager

## Staff Development

- To participate in appropriate and targeted In-Service Training and attend meetings where possible
- To continue personal development as agreed at appraisal
- To engage actively in the performance review process
- To address appraisal targets set by the line manager each Autumn Term

## Other Specific Duties

- To undertake any other duty as requested by the Headteacher if not mentioned in the above
- To play a full part in the life of the school community, to support its distinctive aim and ethos and to encourage staff and students to follow this example
- To comply with the School's Health and Safety policy and undertake risk assessments as appropriate
- To adhere to the School's Dress Code – smart/professional

## Person specification

Categories	Essential	Desirable
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### Skills & abilities

Ability to organise one's own work/work independently, to prioritise tasks and keep to strict deadlines	✓	
Ability to be flexible and respond effectively to the 'unexpected'	✓	
Ability to communicate and interact effectively with adults and children and young people	✓	
Awareness of sensitive information and the need for confidentiality	✓	
Ability to follow directions given by Headteacher and Line Manager	✓	
Good organisational and time management skills	✓	
An understanding of school systems, procedures, and policies		✓
ICT certification to support word processing skills, database and spreadsheet skills or relevant experience		✓
Minimum GCSE at level 9 – 4 in English and mathematics (or equivalent)	✓	
Previous experience in computerised administrative systems		✓
Previous experience of working with children		✓
Willingness and motivation to develop own skills and proficiency	✓	
Knowledge of SIMs, particularly Exams Organiser		✓
Ability to manage your own time and work in a team	✓	
Attention to detail	✓	

### Personal Characteristics

Ability to demonstrate sound balanced judgement with decisiveness, flexibility, and integrity	✓	
Flexible and willing to undertake a range of tasks	✓	
Good communicator	✓	
The ability and motivation to constantly improve own practice and knowledge through self-evaluation and learning from others	✓	
The ability to support colleagues	✓	
Strong organisational skills and ability to meet deadlines	✓	
Personal resilience, energy, and enthusiasm	✓	
To have a sense of humour and an ability to keep things in perspective	✓	



## Recruitment process and additional recruitment information

**Closing date: Friday 15<sup>th</sup> July**

**Interview date: Week commencing Monday 18<sup>th</sup> July 2022**

***We reserve the right to bring forward the closing date of vacancies where interest and applications received are high, therefore we recommend you apply as soon as possible***

**Recruitment Process:** Once you have submitted your application, it will be assessed against the criteria in the person specification. If you score well against these criteria, you will then be invited to attend and interview. Details will be made available when selected, but the interview is likely to include:

- A written task
- Panel interviews on a variety of topics
- Classroom visit

**Special Requirements:** If you require reasonable adjustments prior to your interview, these can be arranged by emailing [trns@robertnapier.org.uk](mailto:trns@robertnapier.org.uk)

**Equality and Diversity:** We recognise the benefits of a diverse workforce. We are committed to eradication of discrimination in the workplace, becoming an employer of choice, for all staff to believe that they have a voice and be empowered to make a difference.

**Right to work in the UK:** Section 8 of the Asylum and Immigration Act 2006 makes it a criminal offence for an employer to take on a new employee whose immigration status prevents them from taking up employment. If you are invited to attend an interview, you will be asked to produce original and up to date documentary evidence of your right to work in the UK.

**Data Protection:** Any data about you will be held securely with access restricted to those involved in dealing with your application in the selection process. By signing and submitting your application form, you are giving consent to the processing of your data.

**Criminal Convictions:** All education establishments in the UK are exempt from the Rehabilitation of Offenders Act 1974. In practice, this means that all applicants must inform on all spent and unspent convictions on the application form and when completing a Disclosure and Barring form. Failure to provide this information may result in dismissal. List 99 is also obtained on anyone who will be working with or coming into contact with children; and must be received by the school before employment can commence.





THE  
**ROBERT  
NAPIER**  
SCHOOL

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