



Kimbolton School

CAMBRIDGESHIRE



APPLICATION PACK

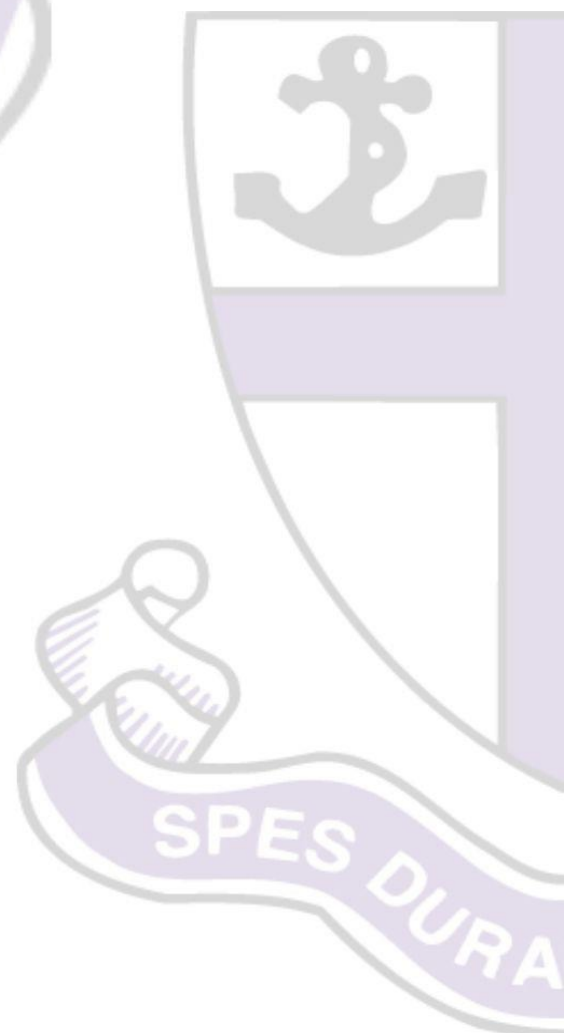
Assistant Examinations Officer
Required from September 2024

Contents

- Welcome Message from the Headmaster, Mr Will Chuter
- Recruitment of Staff
- The School
- Commitment to Safeguarding
- The Department
- The Role
- Duties and Responsibilities
- Person Specification
- Terms and Conditions
- Method of Application
- Notes



T AVORUM



Welcome from the Headmaster



I'm delighted that you're interested in this important new role at Kimbolton School, and I hope this candidate pack answers some of the many questions you will surely have about life here.

Whether you are at the Prep, at one end of the village and our parkland, or the Senior School, at the other, your experience at Kimbolton will be characterised by the same educational ethos: we value character just as much as academic achievement, and we value kindness most of all. To join our school is to enter a friendly and inclusive environment that provides the space and support for children to grow into themselves. Our site is beautiful and safe, with room enough for all our 1,100 pupils to roam, and we are lucky to call Kimbolton Castle and its stunning grounds home.

The most important part of the school is, of course, its people, and you will be welcomed as an old friend by our warm community of pupils and staff. You will find that staff here are well supported and rewarded for their commitment to our pupils, but that what they value most is the camaraderie of supportive colleagues who do not take themselves too seriously.

Kimboltonians are well rounded and have their feet on the ground. They understand the value of hard work, service, and taking failure in their stride. Yet they know how to have fun and they play just as hard as they work - on the sports pitches, on the stage, or just climbing a tree at break time. Their academic results are excellent, too. Our broad curriculum is guided by a desire to see young adults emerge with many strings to their bows and a clear sense of the difference they want to make in the world. Expert staff, who know the pupils as individuals and place their wellbeing first, nurture and challenge them to find their passions and do their personal best.

Kimbolton is, first and foremost, a happy place where every child is valued. I do hope that you will want to join our team.

A handwritten signature in black ink, appearing to be 'Will Chuter', with a long horizontal line extending to the right.

Will Chuter
Headmaster

Recruitment of Staff

Kimbolton School is committed to recruiting, developing and retaining high calibre teaching and non-teaching staff for our outstanding HMC school. All our staff, regardless of role, play an important part in the provision of our first-class education.

Teaching Staff

We employ teachers who are conscientious, imaginative and committed to educating the whole person. Our continuous professional development scheme provides all academic staff with an opportunity to reflect on their practice and continue to develop their teaching and pastoral skills to the benefit of all pupils. We expect teachers to be fully involved in the extra-curricular life of our school too, encouraging pupils in their wider development through music, sport, drama, art, CCF, clubs, societies and trips. Sometimes these are out-of-hours, at weekends or during school holidays.

Non-teaching Staff

Our non-teaching staff fill a wide variety of roles, both part- and full-time and some of them term-time only. They are very much part of our wider team and contribute to, and benefit from, the happy and positive feel of our school.

The School recognises that an important element in safeguarding our pupils is a robust recruitment process that incorporates measures to deter, reject, or identify people who might abuse children, or who are otherwise unsuited to work with them. In addition, recent government guidance, “Safeguarding Children – Keeping Children Safe in Education Sept 2023, specifically Part 3”, as well as specific guidance from the National Minimum Standards for Boarding Schools, help to form the basis of school policy. For further information about Kimbolton School's commitment to Safer Recruitment, please visit our [Policies page](http://www.kimbolton.cambs.sch.uk/policies) to read our Safe Recruitment Policy at www.kimbolton.cambs.sch.uk/policies

You will find in this Application Pack further details about this exciting opportunity to join our friendly and enthusiastic staff team. Please refer to the Method of Application for details on how to apply. We look forward to hearing from you.





Job Description

Assistant Examinations Officer

Required from September 2024

The School

Kimbolton School was founded in 1600 and is situated in 100 acres of grounds in the West Huntingdon town of Kimbolton. The School currently educates over 1000 children aged 4-18 in a coeducational, predominantly day environment, although there are up to 60 boarders. The Senior School is located around Kimbolton Castle while the Preparatory School is housed to the west of the village on the original Grammar School site. The School employs approximately 400 staff and also owns a subsidiary company, Kimbolton School Enterprises, which transacts all non-charitable trading activity.

Further information about the School can be found on the School website at www.kimbolton.cambs.sch.uk.

Commitment to Safeguarding

Kimbolton School is dedicated to safeguarding and promoting the welfare of its boarding and day pupils, regardless of age, ability, race, culture, religion, sexuality or class. Safeguarding is integrated into the School ethos. It is the duty of all members of staff, including full-time, part-time and volunteers, both teaching and support, to play an active role in ensuring the safety and promoting the welfare of the children in the School's care. Safeguarding is everyone's responsibility.

The Department

The Exams Department plays a vital role in ensuring that the exam process is fair and that the appropriate regulations are followed. It ensures that everyone who takes the exams has an equal opportunity to succeed and that the success is a consequence of the student's own efforts.

The primary role of the Examinations Office is to provide guidance and support for all students sitting their exams so that everyone has the resources they need. Here are some of the primary responsibilities:

- Ensure that all students have access to the same information about the exam
- Providing all students with equal access to facilities and equipment during an exam
- Supplying all students with equal access to materials
- Verifying that the exams are safe from outside influence
- Collecting and protecting data used to administer exams
- Answering questions from students and parents about exams
- Preparing reports for results days
- Maintaining detailed records of activities related to administering examinations
- Adhering to the regulations as laid down by the regulator and awarding bodies

The Role

The role of the Assistant Examinations Officer is to assist the Examinations Officer in the effective operation of Kimbolton School's internal and external examinations and to deputise in their absence.

The successful candidate will have excellent administration, planning and communication skills; the ability to supervise a team of Invigilators and the ability to work under pressure and to deadlines. Furthermore, a flexible approach to working hours will be required to meet the needs of the Examination system throughout the year.

Duties and Responsibilities

Liaison between the School and Invigilators:

- Act as a link between Invigilators and the Examinations Officer.
- Working with the Examinations Officer to create and manage Invigilators' working timetables to ensure sufficient coverage on all JCQ regulated examinations in compliance with the appropriate rules.
- Assist the Examinations Officer with Invigilator recruitment.
- Keep up to date with all examination regulations and requirements and communicating these as necessary.
- Assist with the training of Invigilators, as and when required, documenting the training for inspection purposes, in line with examination board regulations.
- Maintain the 3-month DBS record of all invigilators and keeping HR informed in a timely basis about any change.
- Managing timetables for invigilators for other examinations during the year such as University entrance exams, Mensa and Arkwright exams.

Planning and Preparation:

- Assist the Examinations Officer with the organisation, checking and security of exam material when received.
- Assist the Examinations Officer with administration on the delivery of external exam papers including sorting into chronological order, accurate recording of deliveries and reporting missing orders.
- Assist the Examinations Officer with running various exam venues in accordance with JCQ regulations including setting up exam venues, individual pupil ID cards and exam papers.
- Assisting pupils with special requirements, access arrangements and exam clashes.

Examination Days:

- Liaise with the Examinations Officer to set up examination rooms, ensure registers and seating plans are completed and appropriate stationery and communication aids are available.
- Setting up laptops and connecting any online access for online examinations.
- Collect, process and store completed scripts at the end of each session.
- Ensure any absentees or late comers are immediately communicated to the Examinations Officer and the school office to comply with JCQ rules and regulations.
- Assist the Examinations Officer with preparing completed exam answer booklets and printed work, including legal forms, for despatch.
- Assist with any issues that may require action on the day.
- Invigilate exams where necessary.

GCSE and A Level Results Days:

- Be available for 4-6 days in the two weeks of August to assist the Examinations Officer with the download and collation of A level and GCSE results.

Actively represent and promote the ethos and values of the School and promote and act at all times in accordance with the School's policies, e.g. Safeguarding, Health and Safety and Equal Opportunities.

Person Specification

Criteria	Essential	Desirable
Qualifications	GCSE level grade C/Level 4 or higher in Maths and English (or relevant equivalent)	
Knowledge, Understanding and experience (Up to date/current)	<p>Computer literate with experience of data handling and IT systems (Microsoft applications including Word, Outlook and Excel) and willingness to develop new IT skills.</p> <p>Strong administration experience and the ability to maintain, implement and develop effective records and systems.</p> <p>Experience of processing large amounts of data and managing competing demands.</p>	<p>Experience of working in an education setting.</p> <p>Experience of using an MIS system.</p> <p>Knowledge of exam regulations.</p> <p>Experience of working in a highly regulated system.</p>
Personal and Professional qualities	<p>Possesses excellent time management and organisational skills whilst maintaining a high standard of work at all times.</p> <p>Excellent communication skills.</p> <p>Confident and professional demeanour.</p> <p>Able to work well under direction but can also work autonomously when required.</p> <p>Has a pro-active attitude and able to solve problems.</p> <p>Commitment to supporting change within both internal and external examination processes and to remain up to date with legal requirements of examination boards.</p> <p>Ability to demonstrate patience, flexibility and a sense of humour.</p> <p>Ability to remain calm under pressure.</p>	

	<p>Team-working abilities and a keenness to enable all colleagues to contribute ideas and be part of positive change.</p> <p>Ability to work flexibly to support the various examination timetables throughout the year.</p>	
--	--	--

Terms and Conditions

Reporting to: Examinations Officer

Accountable to: The Headmaster

Hours of Work: Total of 850 hours per year to be worked (term time only – 34 weeks). These hours average out to be approximately 25 hours per week, however some weeks the hours will be less during less busy times and more during the busy exam periods.

Remuneration: Salary Scale Point 023 Hourly rate of pay £12.60
(FTE £24,570 per annum)
Dependent upon qualifications, skills, and experience

Probationary Period: 6 months

Pension: The School offers a contributory pension scheme

Additional benefits: Free onsite car parking; free access to a fully equipped Gym and Swimming Pool; cycle to work scheme.

Referees: The names, addresses and telephone numbers of three professional referees are required. Referees will not be contacted without the permission of the applicant.

Method of Application

Please email a letter of application, together with the completed Application Form to:

Human Resources, Kimbolton School, Kimbolton, Huntingdon, Cambridgeshire PE28 0EA at recruitment@kimbolton.cambs.sch.uk.

The closing date for applications is: 9 am Friday 21st June 2024

Interviews are expected to take place during the week commencing: Monday 24th June 2024

Kimbolton School is committed to the highest standards of safeguarding and implements a rigorous and robust recruitment process that gathers and evaluates child protection relevant evidence about candidates prior to interview. All appointments are subject to satisfactory completion of an enhanced DBS check and proof of right to work in the UK. All applicants are requested to read the [Safeguarding Policy document](#). Please note that Kimbolton School does not have a sponsored Licence to recruit non-UK workers and therefore all candidates are expected to be able to work in the UK.

Notes

The post holder is required to operate within school policies and procedures, including Health and Safety.

Kimbolton School is an equal opportunities employer.

Kimbolton School operates a No Smoking policy on the Estate.

Under the Guidelines Safeguarding Children: Safer Recruitment and Selection in Education Settings June 2005, Kimbolton School reserves the right to request age related information from the candidate.

Kimbolton School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post. It is an offence for any organisation to offer employment that involves regular contact with young people under the age of 18 to anyone who has been convicted of certain specified offences or included on lists of people considered unsuitable for such work held by the Department of Education. It is also an offence for people convicted of such offences to apply for work with young people. The successful candidate is subject to satisfactory completion of an Enhanced Disclosure from the Disclosure and Barring Service before the appointment is confirmed. This check will include details of cautions, reprimands or final warnings as well as convictions. Further information about the Disclosure scheme can be found at www.gov.uk/government/organisations/disclosure-and-barring-service. All employees will be expected to abide by the School's Safeguarding Code of Conduct and will attend Safeguarding training.

A copy of the School's Safeguarding Policy can be found on the website www.kimbolton.cambs.sch.uk/policies