# JOB DESCRIPTION – EXAMINATIONS OFFICER

<table>
<thead>
<tr>
<th><strong>Job Title:</strong></th>
<th>Assistant Examinations Officer</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Salary:</strong></td>
<td>£18,509 p.a. (based on full time equivalent of £25,000 p.a.) depending on qualifications, skills and experience</td>
</tr>
<tr>
<td><strong>Reporting to:</strong></td>
<td>Examinations Officer and the Head of Compliance and Qualifications</td>
</tr>
<tr>
<td><strong>Location:</strong></td>
<td>Highgate, London</td>
</tr>
<tr>
<td><strong>Type of position:</strong></td>
<td>35 hours per week; Term Time plus 3 weeks per year (the plus weeks must be worked during August)</td>
</tr>
</tbody>
</table>

## THE SCHOOL

Highgate School was established in 1565 by a Royal Charter of Her Majesty Queen Elizabeth the First. Sir Roger Cholmeley, our Founder, was granted Letters Patent to found ‘a grammar School…for good education and instruction’. Today Highgate is a flourishing coeducational independent School which includes the Senior School for pupils aged 11-18; the Junior School for pupils aged 7-11 and the Pre-Preparatory School for pupils aged 3-7. There are currently in the region of 1,850 pupils at Highgate and the School employs approximately 550 full-time or part-time teaching and support staff.

The School is situated in one of the most attractive and sought after areas of North London, only a short journey from Central London and adjacent to Hampstead Heath. The hilltop site in Highgate Village is the historic site of the Senior School. A few hundred yards along Hampstead Lane in Bishopswood Road lie the Junior and Pre-Preparatory Schools and the extensive playing fields, adjacent to the open spaces of Kenwood and Hampstead Heath. The Northern Line underground station is a short walk away and it is four miles to Central London.

Working at Highgate offers the opportunity to be part of a vibrant and welcoming community, committed to academic excellence and the highest standards of pastoral care for its pupils. The Governors consider the development of excellence in the education offered to the pupils to be the underlying purpose of activities undertaken by all staff.

Highgate is committed to the safeguarding and welfare of children and applicants must be willing to undergo child protection screening appropriate to this post, including checks with past employers and the Disclosure and Barring Service.

## EXAMINATIONS OFFICE

The administration of public examinations in any school is a major undertaking, and one which involves large numbers of students and necessary security procedures. The designated teacher in charge of examinations at Highgate is the Deputy Head (Academic), who has responsibility for the administration of all public examinations.
THE ROLE

The successful applicant will support the Examinations Officer and ensure the smooth and efficient running of all public and internal examinations.

MAIN RESPONSIBILITIES

The principal duties of the Assistant Examinations Officer are:

- Preparation for I/GCSE mocks in January and Year 13 Practice Tests in February, including: liaise with relevant staff re booking of exam hall and rooms needed for listening exams; create schedule of desks needed and liaise with porters re setup; arrange transport of papers to exam hall; prepare day files and check all exam papers received from departments; arrange distribution of exam timetables via form tutors; arrange production of new ID cards; organise invigilation
- Oversee the day-to-day running of the I/GCSE mocks and Year 13 Practice Tests including managing the invigilator team
- Preparation for the summer exam season, including: distribute estimated grade sheets etc. to departments; contact invigilators to check their availability; work out invigilator needs for timetabled exams based on exam entries; arrange new invigilator recruitment if needed with HR and attend interviews; liaise with MFL regarding invigilator/chaperone needs for language orals; create invigilator timetable; organise and run invigilator training/update session; liaise with relevant staff re booking of exam hall and rooms needed for listening exams; create daily schedule of desks etc. needed during exam season for porters; record delivery, unpack, check and securely store question papers and other exam paperwork as it arrives; file paper records of all exam entries/changes for payment purposes; prepare exam day files; prepare exam timetables for distribution by form tutors; liaise with IT re laptops and equipment for listening exams; arrange regular and ad hoc exam paper collections with Parcel Force.
- Oversee the day-to-day running of the summer exam season, including managing the invigilator team
- Keep exams office files and notice boards up to date
- Produce updated post-results forms for reviews of marking and script returns
- Help Examinations Officer with the collation and distribution of exam results and any other related documentation
- Deal with post-results requests, including: receive request forms and payment; submit requests electronically to exam boards; receive review of marking results and scripts requested; inform students and relevant staff by email; create and update annual post-results services spreadsheet; create schedule of payments received (reconciling cash/cheques), amounts to be added to school fees bills and any refunds due for Bursary and pass payments received to Bursary
- Log and distribute non-examined assessment work returned by exam boards to relevant departments
- Check and authorise exam board invoices for Bursary
- Help to organise and run any other exams: pre-tests, November resits, University Admissions Tests
- Receive and check all exam certificates, collate in envelopes and arrange for current and former students to collect them
- Archive exam certificates from previous year

These duties and responsibilities are intended as a guide. They are not exhaustive: the Assistant Examinations Officer will be expected to undertake any reasonable task or responsibility as required by the Examinations Officer and Head of Compliance and Qualifications.
**PERSON SPECIFICATION**

<table>
<thead>
<tr>
<th>Qualifications and Experience</th>
<th>ESSENTIAL CRITERIA</th>
<th>DESIRABLE CRITERIA</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Degree or equivalent.</td>
<td>• Understanding of the education sector and independent Schools.</td>
<td></td>
</tr>
<tr>
<td>• Experienced in SIMS or other Management Information Systems (or be willing and able quickly to acquire such expertise).</td>
<td>• Have previous experience working as a School Examinations Invigilator</td>
<td></td>
</tr>
<tr>
<td>• Competent Office user.</td>
<td>• Knowledge of child protection and safeguarding policies.</td>
<td></td>
</tr>
<tr>
<td>• Have previous experience working as a School Examinations Invigilator</td>
<td>• Experience with SharePoint.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Knowledge /Skills</th>
<th>ESSENTIAL CRITERIA</th>
<th>DESIRABLE CRITERIA</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Ability to work well as a member of a team.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Attention to detail and be able to work to a high level of accuracy.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Excellent interpersonal skills and the ability to communicate effectively with pupils, and staff. This requires an open and friendly approach.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Be able to guarantee security and confidentiality with regard to all aspects of examination procedures.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• The ability to maintain in strictest confidence any information received about matters concerning Highgate.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Personal Attributes**

**CHILD PROTECTION**

This role will not normally involve unsupervised contact with pupils; however in the context of their employment the member of staff will frequently be in the presence of children and will therefore have to have appropriate levels of training in child protection.

All members of staff must comply with Highgate's Safeguarding & Welfare Policy which is posted on the staff intranet. If in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety and welfare of our pupils, these concerns must be reported immediately in accordance with the Policy. A copy of this Policy will accompany all offers of employment.

**TERMS & CONDITIONS**

**Salary**

£18,509 p.a. (based on full time equivalent of £25,000 p.a.) depending on qualifications, skills and experience

**Hours of Work**

Normal working hours are 35 hours per week, there can be flexibility on the start and finish time of these hours. There is a need to be flexible about hours in order to carry out these duties and responsibilities effectively, especially during the exam season, and no additional payment is made in this respect. In addition some evening and weekend working may be
required. These hours must be agreed in advance with your line manager and time off in lieu may be given at your line manager’s discretion.

**Probationary Period**
This appointment will be subject to the completion of a probationary period of six months to the satisfaction of the Governors.

**Lunch Period**
The lunch break is unpaid and does not form part of your working hours. A complimentary lunch is available when the Dining Hall is in operation.

**Holidays**
Academic holidays as they occur during the duration of the contract. The salary for this role includes an element of holiday pay in respect of statutory annual holiday

**Pension**
The School runs a defined benefit pension scheme which provides a pension benefit of 1/80th of final salary for each year of membership based on a current employee contribution rate of 6%.

**Leisure Facilities**
Subject always to the needs of pupils and School’s operations, staff are offered free access at stipulated times to the School’s sports facilities.

**Confidentiality**
The need for absolute confidentiality and discretion, both within Highgate and the wider community, must be understood.

**Dress Code**
Teachers and support staff are expected to set an example to pupils and should dress appropriately at all times.

**Smoking**
Smoking, including vaping, is not allowed on or immediately outside any School premises (the footprint of the buildings and the grounds) or in areas where smoking might be seen by parents or pupils during working hours.

**Data Protection**
Highgate staff are expected to adhere to the Data Protection legislation at all times. Our Privacy Notice is available on the recruitment portal.

**Health and Safety**
Highgate takes its obligations under the Health & Safety at Work Act seriously and the postholder will be required to comply with all aspects of Highgate’s Health and Safety Policy, particularly in relation to safe working practices. All staff must keep up to date with Highgate’s Health and Safety Policies which are regularly updated and posted on the Staff Intranet.

**Equality and Diversity**
Highgate is committed to being an equal opportunities employer. To enable us to make any reasonable adjustments please let us know at application stage if you have any special requirements.

*As a member of the support staff, this role is responsible to the Bursar. Job descriptions may be updated by the Bursar from time to time to accommodate the changing needs of the School.*

*For operational reasons, the School reserves the right to transfer employees to alternative duties. For this reason it is a condition of employment that employees are willing to do so, if requested, from time to time.*
APPLICATION PROCEDURE

Applications should be made via Highgate’s website www.highgateschool.org.uk/about/vacancies

For any queries please contact Alice Buchanan, HR & Recruitment Officer, Highgate School, North Road, London N6 4AY. Recruitment@Highgateschool.org.uk

Closing date: Midnight on Sunday 23rd June. Applications will be considered on receipt and we reserve the right to close an advert early if we find a suitable candidate.