

# Information for applicants to non-teaching posts at Tiffin EXAMS OFFICER



**TIFFIN  
SCHOOL**  
engage · aspire · excel  
www.tiffin.kingston.sch.uk

Thank you for your interest in this post. I do hope that in reading this information about the post and School, and by looking at our website, you will feel inspired to submit an application. With a vibrant and friendly staff, and a sports ground close to Hampton Court Palace and the River Thames, Tiffin is an excellent school to work in. I look forward to receiving your application.

**Mike Gascoigne, Headteacher**

## **Tiffin School:**

### **Introduction and Background**

Tiffin School is a boys' selective state school, of nearly 1400 pupils including a mixed sixth form, of over 500 students located in the centre of Kingston upon Thames. Its origins date back to 1638, and it has occupied its current site in the heart of Kingston since 1929. Today, Tiffin School is one of the leading state schools in the country, educating students from Kingston and its surrounding areas in South West London. The School attracts students from a wide range of diverse backgrounds, and is judged to be outstanding by Ofsted.



The School is highly acclaimed for its ethos of combining the outstanding academic achievement of a traditional grammar school environment, with a wide offering of activities particularly in sport and the performing and creative arts. Rugby, cross-country, rowing, basketball, badminton, netball, cricket and tennis all thrive, and regular Saturday fixtures are held at our sports grounds at Hampton Court. This is captured in the School's vision statement "Inspiring students to engage, aspire and excel."

### **Exams Officer Tiffin School**

The exams officer is a responsible and rewarding role. Your primary function is to make the entries for, and oversee the organisation of the public exams (A-levels and GCSEs). In addition, the exams officer also organises and schedules the internal exams that we set for our students.



The role requires a good level of IT skills as well as an eye for detail. Excellent administrative and organisational skills are vital. It also involves lots of communication with Heads of Department and other staff, as well as students and parents. As part of the role, the exams officer also manages our team of invigilators during the exams, and occasionally manages other staff deployed to assist at busy periods. You will report directly to one of our Assistant Heads.

There is an opportunity and need for some level of flexibility in the role. The nature of the exams seasons is that there are times when the role is extremely busy, and times when it is quieter. The role is full time, during term time only, but the successful applicant must be prepared to work the latter part of the summer holidays when exam results are released, (and the Exams Office deals with post-results enquiries,) and there will be times especially during the exams when extra hours will be required. All extra time is either paid or taken as time in lieu.

Experience of working within an exams office would be desirable but not essential, as we will train whoever is appointed. The exam boards also have excellent training programmes, which you will attend.

The role of the exams officer is therefore one that is responsible and also very satisfying, both from solving issues around the schedule of exams, to achieving the outcome of a smooth exams season.

The Exams Officer shares an office with the Admissions Officer to the School, and there is a good deal of contact and camaraderie between both associate and teaching staff.

This role is full time during term time plus 3 weeks in school holidays. The salary is therefore £32,131-£34,479 (£34,809-£37,353FTE)

Please see the job description and person specification for more detail.

## **Tiffin's Location: Kingston upon Thames**

The School's Kingston town site provides all of its teaching and learning facilities and some sports facilities. The School is also very fortunate to have its extensive playing fields in Hampton Court, where sport is played every afternoon, and at weekends, and its own boathouse in Kingston. Our sports ground is beautifully situated with the River Thames and Hampton Court Palace very close by.



## **School Facilities**



The School has very good facilities which have been developed over the years. The centre of the School is arranged around a garden that has the original 1929 building matched with the award winning, Learning and Resources Centre (LRC) built in 2004. The six main buildings which make up the site, together provide extensive facilities such as twelve fully equipped science laboratories, three art rooms and a drama studio. There is a large hall for assemblies which is also used for public performances, as well as a separate Dining Room and Sports Centre. The School is continuing to follow its master plan for the development of the site, and a new 2-storey building was constructed to house a dining hall and 5 more classrooms in 2018. We have just completed a £2.5 million extension to our Sports Centre on the School Site.

The School site in Kingston contains our all-weather floodlit artificial pitch. In addition, our playing fields at Hampton Court provide extensive playing facilities for rugby, cricket, cross country and football, and our boathouse, which we run in partnership with Kingston Rowing Club, is by the Thames near the centre of Kingston. We are most fortunate to have such facilities available that allow us to provide a range of sporting opportunities for our students and also provide a source of funding through third party lettings in the evenings and at weekends.

## Professional Development

Tiffin invests in its staff through both internal and external professional development. Yet we also give a trust to our staff, as professionals, to carry out their job with the minimum bureaucracy necessary. All staff undergo induction. In all aspects of the support and administrative life of the School, Tiffin is fortunate to have a dedicated and committed support staff that allow the School to operate in such an effective way.



## Staff and their Welfare

There are at present about 75 teaching staff and 60 non-teaching staff at Tiffin. The School is a most friendly place to work, and there is an excellent and vibrant mix of both experienced and newer staff. It is a place where young staff can learn and progress, or older staff can hone their talents. There is a very good camaraderie among the staff, helped by the socials and events which are organised. Welfare of staff is a key concern of the management. We have our own salary scales which reflect the local government scales for Outer London, and non-teaching staff are able to join the Local Government Pension Scheme. Where the type of work requires it, uniform and Personal Protective Equipment will be made available.

**Benefits include:** season ticket loan/Cycle to Work scheme/salary advance scheme for a rental deposit/free on-site parking /childcare vouchers/enhanced maternity benefits/two week Autumn half term break and Local Government Pension Scheme. For a good feel of the School, please look at the Head's Newsletters on the website.



## Safeguarding of Children

REHABILITATION OF OFFENDERS ACT 1974 (EXCEPTIONS) ORDER 1974 (AS AMENDED IN 2013)

Tiffin School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The post you are applying for is subject to an order under Section 4(4) of the Rehabilitation of Offenders Act 1974. Applicants must therefore provide information about all: convictions, cautions, warnings, reprimands, binding over or other orders, pending prosecutions, criminal investigations that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013).

## Equal Opportunities

Tiffin School is an equal opportunities employer and its policies, including the need to guard against false assumptions based on an applicant's sex, race, colour, nationality, ethnic or national origins, disability, religion, age, marital status, working pattern, sexual orientation or gender reassignment, are followed at all stages of the selection procedure.

## How to apply

Please access our website, ([www.tiffinschool.co.uk](http://www.tiffinschool.co.uk)), for information on the [vacancy](#) and an application form. Please e-mail to [vacancies@tiffin.kingston.sch.uk](mailto:vacancies@tiffin.kingston.sch.uk) by 4pm on Monday 23<sup>rd</sup> May 2022.

# JOB DESCRIPTION

**Job title:** Examinations Officer

**Line of Responsibility:** Assistant Head

**Job Purpose:**

## DUTIES AND RESPONSIBILITIES

### To be responsible for:

- 1) Exam entries and timetabling (Public and Internal)
- 2) Preparing, organising and supervising examinations in accordance with the regulations laid down by examination boards
- 3) Attending result days, distributing documentation to staff and dealing with queries

### To establish the exam entry requirements (internal and public) of the whole school

Build an annual calendar for exams and communicate with the SLT, HoDs, tutors and HoYs, candidates and parents. Maintain the calendar and communicate regularly with all staff concerning imminent deadlines.

Maintain an internal tracking system for entries, access arrangements, coursework, estimated grades, special consideration, results, cash-ins etc.

Collate and communicate estimated entries for exams.

Communicate the exam timetable to the SLT and all staff.

Collate and communicate entries to awarding bodies.

Collate and communicate requests and decisions for access arrangements.

Print consolidated statements of entry from Sims and reviews against the awarding body summary of entries.

Resolve and manage exam timetable clashes.

Plan for extra resources needed (equipment, scribes, invigilation) for access arrangements.

Verify exam board invoices for entries and post-results services.

### To manage all aspects of the exams

Create a personalised exam timetable for each candidate.

Organise exam venues.

Recruit, train and deploy sufficient external invigilators.

Organise orals and practicals.

Receive, check, collate and store securely all exam papers.

Create exam registers by room/seat to ensure correct papers are distributed to correct candidates with correct time allowances.

Collect all completed scripts and store securely until despatched to examiners.

Collate and request appropriate special considerations.

### To manage all aspects of exam results, resits and post-results enquiries

Download, collate and distribute exam results.

Collate and track post-results service requests – script photocopies, results enquiries, appeals/re-marks.

Organise any refunds for post-results services.

Provide basic analysis of results to the SLT.

Collate and distribute certificates.

### To keep up-to-date and provide relevant information

Review training and other development opportunities with the line manager.

Review and report on all exam processes. Review handbooks and policies annually, and keep exams section of website & exams handbook up-to-date.

To communicate relevant exams information, including exam regulations, to parents and pupils, and deal with any queries.

To keep up-to-date with all exams issues; to forward information and keep staff up-to-date with all exams issues.

Provide budget estimates for exams to Finance Office.

### **Internal exams**

To liaise with departments to discover requirements for internal exams; to inform departments of relevant deadlines.

To produce an internal exams timetable and disseminate the information to staff, students and parents; to forward timetable to cover supervisor to organise invigilation of internal exams, where they are to be covered by teachers.

To manage collation and distribution of internal exam papers.

### **Oxbridge exams**

To liaise with Head of Sixth Form regarding exams to be taken; to make relevant entries, organise invigilation, collect payments from pupils, and communicate with pupils.

### **Alps data**

To collate and submit relevant data to ALPS and other groups when required.

### **Other**

To help out with 11+ exams

To input exams information for new students

### **Duties & Responsibilities**

Main duties and responsibilities are indicated above. Other duties of an appropriate level and nature may also be required, as directed by the Headteacher.

### **Conditions of Employment**

The above responsibilities are subject to the general duties and responsibilities contained in the written statement of conditions of employment (the Contract of Employment).

The post holder is required to:

- Support and encourage the school's ethos and its objectives, policies and procedures as agreed by the governing body.
- Uphold the school's policy in respect of child protection matters.
- Be subject to all relevant statutory and institutional requirements.
- Perform any other reasonable tasks after consultation.

This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so constructed.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification at any time after consultation with the post holder.

All staff participate in the school's performance management scheme.



## Person Specification: Exams Officer

	Essential	Desirable
<b>Qualifications</b>		
Educated to at least A level Standard	✓	
<b>Experience</b>		
Working with a wide range of people, including young people	✓	
Working with different IT systems	✓	
Working in a School or exams office		✓
<b>Skills</b>		
Very good interpersonal skills	✓	
Excellent written and verbal communication	✓	
A careful attention to detail	✓	
Ability to absorb and understand a wide range of information	✓	
Excellent organisation and administration skills	✓	
Ability to use a range of ICT	✓	
<b>Knowledge</b>		
Knowledge of the exam system		✓
<b>Personal qualities</b>		
Hard working and committed	✓	
Enjoys solving issues and completing tasks	✓	
Respectful of differences	✓	
An excellent record of attendance and punctuality	✓	
Calm and flexible with changing priorities	✓	
Committed to the aims and values of Tiffin School	✓	

**The position involves substantial contact with children and is subject to an enhanced check by the Disclosure and Barring Service.**