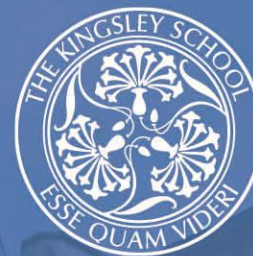


**HATTIE, YEAR 8.**

CHEF, ATHLETE, ACTOR,  
ASPIRING CONSERVATIONIST,  
SKIER, MATHEMATICIAN, NETBALLER,  
MUSICIAN, SHAKESPEARE FAN,  
**KINGSLEY GIRL.**



**THE  
KINGSLEY  
SCHOOL**

# Information for Applicants

## Examinations Officer and Administrator



**Shortlisted**  
Creativity award

**Shortlisted**  
Marketing campaign of the year





# BACKGROUND

*The Kingsley School is a leading independent day school in Leamington Spa, educating girls aged 3 to 18 and boys aged 3 to 11. Founded by the determination and initiative of Rose Kingsley, the eldest daughter of Victorian author Charles Kingsley, the School began life in 1884 as Leamington High School before becoming The Kingsley School to celebrate Rose Kingsley's contribution to Leamington in 1949.*

The School moved from its original town centre location to Beauchamp Hall in 1922. This building, built of Cotswold stone, remains the nucleus of school life even though other local houses have also been acquired to accommodate the Preparatory School and Sixth Form. For 136 years, the School has had an excellent reputation for high academic standards, first-class pastoral care, a distinctive family ethos, and a friendly atmosphere. The Kingsley School is a safe, caring community where individuality is celebrated, and positivity is valued. Pupils are encouraged to develop their intellectual curiosity, their creativity, and a life-long love of learning. As a member of the international Round Square organisation, the School proudly nurtures children to become well-rounded, well-mannered, and well-qualified members of society, and senior students grow to be strong and independent, ready to claim their place in the world and be the 'best they can be'.

In March 2021, the Warwick Independent Schools Foundation and The Kingsley School announced a new partnership, with the 315-pupil school becoming part of the Warwick Independent Schools family of schools, alongside Warwick Preparatory School, Warwick Junior School, King's High School, and Warwick School.

## WARWICK INDEPENDENT SCHOOLS FOUNDATION



THE  
KINGSLEY  
SCHOOL

# A MESSAGE FROM THE HEAD

The Kingsley School is a special community with a love of life-long learning and genuine care for one another at the heart of it. We are proud to empower young people on their journey with us where we enable them to grow in confidence through a holistic 21<sup>st</sup> Century education.

We are committed to high quality teaching and learning at every stage of life, and welcome pupils from ages 3-18 in our Prep, Senior School and Sixth Form. Small class sizes mean that pupils can receive individual attention and make excellent progress in their learning. Pupils benefit from the nurturing environment and pastoral support; they are known by their names, not as numbers. Our broad co-curricular programme offers new horizons and enriching challenges for pupils to develop leadership skills, teamwork and resilience.

Our aspiration for all our students is that they become the very best version of themselves, and it is our privilege to contribute towards that. Equally we are committed to professionally developing our colleagues through supportive appraisal and training opportunities. Kingsley is an exciting place to work alongside dedicated staff who share the same belief and vision that every child can flourish.

Our community strength lies in our relationships – between staff, students and parents across our Foundation family of schools, our alumnae and partnerships with our local community. We share the same core values and want to make the most of the opportunities afforded by those relationships to offer the best educational experience that we can.

Thank you for your interest in joining Kingsley and we hope that this brochure gives you a greater sense of what it is like to work at this inspiring and dynamic school. I look forward to hearing from you and receiving your application.

**James Mercer-Kelly**  
Headteacher



# THE ROLE

**Responsible to:** Assistant Headteacher (Academic)

## **Job Purpose**

1. To be responsible for managing the effective and efficient administration of internal and external examinations in accordance with the Joint Council for Qualifications (JCQ) regulations (on behalf of the JCQ member awarding bodies) and/or awarding body rules for exams administration in a consistent and secure fashion, thereby helping to maintain the integrity of the assessment process
2. To support the Head of Centre in ensuring that the centre is compliant with the JCQ regulations and awarding body requirements in order to always ensure the security and integrity of the examinations/assessments
3. To act on behalf of, and be the main point of contact for, the centre in matters relating to the general administration of awarding body examinations and assessments
4. To closely liaise with key stakeholders (external and internal) to ensure exams administration processes are strictly followed and key deadlines met
5. To ensure examinations are conducted in accordance with the regulations
6. Through taking an ethical approach and working proactively to avoid malpractice among students and staff, supports the head of centre in taking all reasonable steps to prevent the occurrence of any malpractice/maladministration before, during the course of and after examinations have taken place
7. To manage data and statistical analyses required by the School.
8. To work with the Registrar and Head of Preparatory School to support administration of entrance examinations and results.
9. To take responsibility for admission examinations for Y7 upwards with School Registrar.
10. To organise and manage the process of supply cover and teaching staff cover for classes in Prep and Senior School where staff are absent.
11. To undertake general administration duties, including Duke of Edinburgh





## **Main requirements of the job:**

### **To manage the school's public and internal examination system:**

- Maintain and develop systems to manage and coordinate all aspects of the exams administration process
- Research and understand qualifications and how they are assessed
- Identify and access relevant support available from external stakeholders (Awarding bodies/JCQ/Network group/The Exams Office etc.)
- Comply with JCQ and awarding body regulations, guidance and instructions and keep abreast of developments/changes/updates
- Effectively use JCQ and awarding body online tools where required (e.g the Centre Admin Portal (CAP), secure extranet sites)
- Oversee (as the main administrator) and manage appropriate access rights for relevant internal stakeholders using JCQ and awarding body online tools
- Actively support the head of centre in co-operating with the JCQ Centre Inspection Service, an awarding body, or a regulatory authority when subject to an inspection, an investigation, or an unannounced visit
- Support the Special Educational Needs Coordinator (SENCO) in implementing examination access arrangements and reasonable adjustments for eligible candidates (processing approval applications and requesting modified papers by the published deadlines)
- Observe the awarding bodies' published terms, conditions and processes for the registration or entry and withdrawal of candidates for their examinations/assessments
- Register or enter candidates for an examination or assessment in accordance with the awarding bodies' published procedures and published deadline for that qualification
- Effectively use internal and external IT systems to submit and manage awarding body registration and entry data
- Liaise with relevant internal stakeholders to ensure final entries/registrations that have been submitted to an awarding body are regularly monitored, submitting timely changes (amendments/withdrawals) to ensure candidates take the correct papers at the correct time and enabling awarding bodies' to deliver accurate results to the centre
- Recruit, train, update and manage a team of invigilators
- Manage the arrangements for the timetabling, rooming, seating, resourcing and invigilation of internal and external examinations in accordance with the regulations
- Effectively resolve exam timetable clashes and manage overnight supervision arrangements (where arrangements may be required after all other options have been explored) in accordance with the regulations
- Effectively manage the conduct of examinations in accordance with JCQ regulations and/or awarding body rules
- Support the head of centre in investigating and reporting cases of suspected or actual malpractice in connection with an examination as required by the JCQ and awarding bodies
- Effectively use external IT systems to administer post-results services in accordance with the regulations to the published deadlines

- Manage and administer the receipt, distribution and retention of examination certificates according to the regulations

**To manage data and statistical analyses required by the School, including:**

- Prepare statistics and analyses from examinations to share with staff and students, and for all other reporting requirements including press, external agencies (e.g., ISI) prospectus, governors' reports and Prize Giving
- Receive and distribute certificates

**To organise and manage the process of supply cover and teaching staff cover for classes where staff are absent.**

- Receive and respond to emergency staff absences and ensure appropriate cover is in place, organising external supply staff if unable to cover absences from within school staff
- Dissemination of daily absence & cover lists
- Log staff absence on HR Manager
- Input appropriate data into computerised cover system to organise rota cover
- Negotiate with agencies as required
- Maintain and develop appropriate school records
- Support for Preparatory School as directed by SLT
- To act as a cover supervisor
- To work with senior staff to coordinate off timetable events

**To support the administrative aspects of the Duke of Edinburgh programme**

- To be the school's D of E verifier and assist with administration associated with registration of pupils and organisation of expeditions.
- To organise the annual D of E Awards Celebration evening for students and parents

**Other**

- Undertake training, update or review sessions as required
- Undertake other duties appropriate to the grade and responsibilities of the role as may be required by the head of centre/SLT responsible for examinations
- Be present for all public examination results days, including results publication days in August

# Person Specification

The Kingsley School is a nurturing environment that seeks to enable all students to flourish and achieve their very best. We are therefore looking to employ teachers who will bring enthusiasm, commitment and talent to our classrooms. The successful applicant is likely to possess:

	<b>Essential</b>  These are qualities without which the Applicant could not be appointed	<b>Desirable</b>	<b>Method of assessment</b>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>Completed a broad education with GCSE grade C and above in English Language and Maths (or equivalent)</li> </ul>	<ul style="list-style-type: none"> <li>Higher level of education: degree, A levels or equivalent standard</li> </ul>	Copies of qualifications.  Task performance
<b>Experience</b>	<ul style="list-style-type: none"> <li>Experience of school environment</li> <li>Previous experience in a similar role or of working in an office and /or data driven environment</li> <li>Experience of working on own</li> </ul>	<ul style="list-style-type: none"> <li>Directing others to meet deadlines</li> <li>Understands education within an Independent School setting</li> </ul>	Interview  Professional references
<b>Skills</b>	<ul style="list-style-type: none"> <li>ICT Skills (Intermediate Word, Excel, Microsoft Outlook, PowerPoint)</li> <li>Excellent organisational skills.</li> <li>Excellent communication skills written and verbal</li> <li>High level of personal organization and the ability to work without close supervision</li> <li>Methodical approach and high levels of accuracy</li> <li>Experience of dealing with confidential issues</li> </ul>	<ul style="list-style-type: none"> <li>Management skills (preferably in an educational environment)</li> <li>Recognised IT qualification such as Computer Literacy and Information Technology (CLAIT) or European Computer Driving Licence (ECDL) Technology (CLAIT) or European Computer Driving Licence (ECDL)</li> </ul>	Interview  Professional references  Task performance

	<ul style="list-style-type: none"> <li>• Ability to work in a team and on own, with good interpersonal skills</li> <li>• Ability to work with attention to detail</li> </ul>		
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• An understanding of good organisation and management practices</li> <li>• An understanding /awareness of procedures and requirements of awarding bodies' regulations of educational systems</li> </ul>		Interview Professional references Task performance
<b>Personal Competencies and Qualities</b>	<ul style="list-style-type: none"> <li>• A wholly professional attitude to include:</li> <li>• Commitment to high standards and achievement and to raising these standards</li> <li>• Commitment to own professional development</li> <li>• Support for school aims and policies</li> <li>• Ability to lead the invigilation team</li> <li>• Ability to cope under pressure</li> <li>• Time management</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrate being articulate, presentable, co-operative, reliable, customer responsive with a "can do" attitude with good communication skills both on phone and in person that allows effective communication at all levels</li> <li>• Creates good rapport with staff parents and pupils</li> <li>• Ability to prioritise</li> <li>• Ability to organise self and work independently</li> <li>• Ability to listen</li> <li>• Ability to work in a team</li> </ul>	Interview Professional references Task performance
<b>Safeguarding Commitment</b>	<ul style="list-style-type: none"> <li>• A commitment to the safeguarding and well-being of children and young people at</li> </ul>		Contents of the Application Form



	<p>the school, in accordance with school's policies.</p> <ul style="list-style-type: none"> <li>• A willingness to adhere to the school's policy on safeguarding and to undertake training as required</li> </ul>		<p>Interview</p> <p>Professional references</p> <p>Successful DBS Clearance</p>
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# FURTHER DETAILS

**Hours per week:** 37 hours

## **Days of week required**

Five days a week, term-time only.

Plus two weeks to be worked during school holidays to oversee results days and enquiries about results.

**The Employer** is the Warwick Independent Schools Foundation.

## **Salary**

The Kingsley School has its own salary scale and the salary will be determined according to qualifications and experience.

## **Child Protection**

The School's Child Protection Policy is included in this pack. An interview will include questions about safeguarding children. The appointment will depend on satisfactory DBS clearance.

The Warwick Independent Schools Foundation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Any concerns should be reported in accordance with the Foundation's Child Protection policy.

## **Safeguarding**

All staff are required to:

1. Adhere to the School Policy on safeguarding and undertake training as required;
2. Ensure the safeguarding and well-being of children and young people at the school, in accordance with School policies.

## **Appointment Method**

Interviews

## **The Application Form**

This must be completed in full before the application can be considered. Any discrepancies or anomalies in the information provided or issues arising from references will be discussed at the interview.

If you have any queries about the completion of the form, please contact Mrs Jane Bostock (Head's PA) [recruitment@kingsleyschool.co.uk](mailto:recruitment@kingsleyschool.co.uk)

## **Enclosures**

- Application Form
- Job Description
- Equal Opportunities Policy
- The Kingsley School Child Protection Policy
- Recruitment of Ex-Offenders Statement

## **Application Deadline**

Deadline for submission of applications (on the standard application form)

**Friday 11<sup>th</sup> March 2022 at 12noon**

**Interview: w/c 14<sup>th</sup> March 2022**

*esse quam videri - be what you seem to be or be true to yourself...*



**THE  
KINGSLEY  
SCHOOL**

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Facebook: /thekingsleyschool  
Instagram: /thekingsleyschool