



St Mary's School

Gerrards Cross



Application Pack

Job Role: **Assistant Exams Officer**

Start Date: **ASAP**

Closing Date: **9:00am on Monday 4th November 2024**

Interview Date: **W/C Monday 4th November 2024**

Early applications are advised as the school reserves the right to appoint at any stage during the application process.

Welcome from Headmistress

St Mary's is quite simply a wonderful school. The experience of each individual student is at the heart of all that we do. Our warm and inspiring environment encompasses a supportive framework where our students, whether in Pre-Prep, Prep, Senior House or Sixth Form, are encouraged to take risks, be creative, think for themselves, learn to make good choices and to embrace a challenge.

All of our students are encouraged to aim for excellence in all of their pursuits, to be kind to each other and look for opportunities to make a difference in the wider world. Students here 'dream big' we prepare our students for their future lives and careers to be compassionate, caring and confident young women.

The opportunities at St Mary's, including those for leadership and co-curricular activities, are wide ranging, the academic and pastoral focus unsurpassed and the ability to tailor your daughter's education unrivalled.

Please visit our website to give you a brief insight into our wonderful school, I do hope you will come and meet us to discuss this teaching role.



Mrs. Patricia Adams, Headmistress

About St Mary's School



St Mary's is an independent day school for girls aged 3-18 in the heart of Gerrards Cross, Buckinghamshire.

Founded in Paddington in 1872, the school moved to its present site in 1942. Class sizes average 16-18 and academic outcomes are excellent.

St Mary's School is warm friendly community where parents, staff, students, and governors work together to ensure that every student exceeds her potential whilst having the time of her life, making memories, and building skills to equip her to be successful through her future years.

Our students leave with the resilience to take on the next challenge, the ambition to follow their dreams and the confidence in themselves to go from success to success in their future careers. Through the pastoral and classroom support she has received at St Mary's, she knows her worth, who she is as an individual, and what she wants to go on to do.

Well-being and happiness of staff and students alike is at the heart of our success – a happy school is a successful school!

Joining St Mary's staff community, you would be welcomed into a supportive, close knit community who can regularly be found spending lunch times in the Senior or Prep staff room, enjoying social time outside of school, competing in the teacher's relay, performing in the school orchestra or at an open mic event, and can even be caught on a space hopper on the lawn on the last day of term!



St Mary's School Values

St Mary's is committed to providing an excellent education in a caring, happy environment, where each girl develops self-confidence and exceeds her potential.

Staff and students, alike, are encouraged to find their own SMS Spirit by exploring our huge range of Co-Curricular activities to try new skills and meet new people, explore different learning or teaching techniques in small classes and make friends from Nursery right through to Sixth Form through our House System and whole school opportunities that brings.

Staff are supported in their roles through Department Heads, and SLT links, with wellbeing at the heart of staff satisfaction and the positive morale which we pride ourselves on. A comprehensive CPD programme allows for staff members to grow personally and professionally and broaden their skills in their specialist areas finding their very own SMS Spirit in their own individual ways.

Our whole school community operates under our Take Care acronym which ensures each individual reaches his or her potential in a supportive and challenging environment.



T – Team Work – we work together to ensure we achieve the best outcomes for our students, pastorally and academically, and that as a staff community we work in a supportive, collaborative caring team who have each other's backs.

A – Ambition – we go above and beyond in everything we do. We look for the WOW factor at every opportunity.

K – Kindness – through our ethos runs the theme of kindness. Everything our staff and students do should consider kindness first.

E – Enthusiasm – staff and students alike bring the energy and desire to succeed.

C – Curiosity – we always ask why.

A – Adventure – work should be exciting, satisfying and thrilling – we are spending time doing what we feel passionately about.

R – Resilience – we carry on in the face of challenge, and come out stronger and wiser.

E – Excellence – aim for the highest quality in all that we do.

Why Work at St Mary's?

- Competitive Salary
- Pension Scheme (TPS or TPT support staff)
- 30% fee Remission at St Mary's
- 25% fee Remission at Thorpe House
- Subsidized staff socials
- Annual pay review



- Hot daily meal
- Use of fitness suite
- On-site parking if available
- Free annual flu vaccine
- Electric Car purchase Scheme
- Cycle to work Scheme

- Full staff induction in Term 1
- Staff buddy system
- Full training and development program
- Equal opportunities for all
- Well-being committee to share ideas



All staff share responsibility for promoting and safeguarding the welfare of our pupils and must adhere to, and comply with, the School's safeguarding and Child Protection Policy at all times.

Teaching and Learning at St Mary's

Professional trust and teacher autonomy are important to us. There is some flexibility when it comes to how and what you teach, and you will have more occasions to invest in creative planning and teaching, taking opportunities to follow the passions of the class whilst delivering an effective curriculum. We do not expect you to adhere to explicit and directed lesson formats, writing lesson objectives on the board or following a prescribed lesson order. When our students change class, they move in an orderly fashion to their next lesson, taking responsibility for their own behaviour. Our students are taught in an environment where engagement and quality work is expected of everyone. In addition, there are pedagogical benefits to smaller class sizes. You will get to know the unique attributes of each student, giving them increased levels of attention and building productive classroom relationships that enable your students to excel.



Staff professional development is given a high priority at St Mary's. The professional development process is aimed at cultivating great teachers who can flourish in our environment and meet our pedagogical standards. You will have the opportunity to contribute to working parties, a Teaching and Learning forum, speak at the regular 'Gold Nugget' best practice slot, write for the T&L newsletter and enjoy the buzz around our Open Classroom events. CPD is encouraged and generously funded. We want our teachers to be the best they can be and recognise that a culture of continuously learning is a crucial component of supporting and developing our staff.

The Role – Assistant Exams Officer

We wish to appoint an Assistant Exams Officer to support the delivery of our external examinations for students and ensure that all JCQ regulatory requirements for the conduct of examinations are strictly adhered to. You will play a pivotal role in assisting the Exams Officer in co-ordinating the team of Invigilators.



Main Duties – Assistant Exams Officer

General Duties

- At the beginning of the academic year print sufficient copies of the JCQ and Cambridge ICE booklets.
- Print and laminate sufficient copies of the updated JCQ and Cambridge exam room posters.
- Post various notices (NEA rules, social media policy etc.)
- Support with distribution of pupil statements of entry. Post copies of timetables to pupil and staff notice boards and relevant staff areas.
- Once certificates arrive into the school coordinate the checking and distribution ready for the presentation evening. Arrange to post any certificates that haven't been collected.
- Responsible for ordering examination stationery and exam room materials. Ensure all resources are stored in a well-organised manner.
- Assistance in the scheduling of internal exams.
- To prepare all desk cards, seating plans, invigilation folders and posters required.
- Assist in the daily running of internal and external examinations. This will include ensuring that all required materials are in the examination rooms for the start of the examinations in accordance with regulations, completing daily check lists, seating plans and desk cards.
- Cover and help co-ordinate Invigilators' duties on daily basis during internal and external exams.
- Cover for team members due to absence.
- Monitor exam rooms at the start of an exam session, assisting invigilators with any queries.
- Assist in processing enquiries about results and requests for reviews of marking and the return of scripts.
- Keeping up to date with the requirements of the role, ensuring attendance at training sessions, etc. and keeping up to date with the latest procedures and regulations for external examinations.
- Carry out routine administrative duties, as directed by the Exams Officer, accurately and efficiently.
- Invigilate and mark entrance assessments of pupils joining during the year.

Leadership Responsibilities

- Briefing Invigilators at the beginning of an exam session in the Exams Officer's absence.
- To assist in the training of Invigilation staff including refresher training for existing invigilators.
- Help the Exams Officer to coordinate Invigilators, ensuring that they have the necessary breaks, making tea and coffee for Invigilators and escorting them to the appropriate exam rooms.
- Cover for Invigilators if required.
- Inform the Exams Officer of any issues as they arise and act as directed by the Exams Officer.
- Deputise for the Exams Officer in her absence.

Managing Information

- Liaising with the LEAPS regarding candidates with SEN to ensure arrangements for candidates with special educational needs are in place.
- Help checking, collation, labelling, sorting and distribution of internal mock exam papers.
- Collecting and assisting to despatch completed external scripts against the attendance sheets in accordance with the regulations.

Resources

- Responsible for ordering examination stationery and exam room materials. Ensure all resources are stored in a well-organised manner.

Exam Set-Up

- Ensuring that laptops are suitably charged ahead of exams.
- Ensuring that there is a laptop allocated to each student and that the correct laptop is in the correct room.
- Assist Exams Officer as 'second eye' when exam paper packages are split in secure exam storage room.
- Assist Exams Officer to give out correct administrative paperwork with correct amount of exam paper for each exam room.
- Help to ensure any additional source booklet or any additional material needed for the exam is also given to Invigilators.
- Make sure each exam trolley always stocked up with the correct and efficient amount of stationary and administrative forms available for invigilators in each exam room.
- Setting up of word documents for each student, ensuring that all the details are correct, name, exam paper etc.
- Downloading the correct electronic papers from student's account and liaise with IT department, if there is an issue.
- Ensuring that the read and write programme runs properly.

During exams

- Taking students for rest breaks as and when required.
- Checking exam rooms regularly and ensuring the timely turnaround of exam rooms in preparation for the next exam. This sometimes has to be completed to a tight schedule.

Post Exam

- Scan marked exam papers
- Assist with printing typed answers once exams have finished.
- Printing typed answers after exams.
- Printing, filing, and laminating any exam related work.
- Help Checking and filling administrative exam related paperwork to correct folder.
- Assist EO sorting and preparing exam papers before they are dispatched.

Additional Responsibilities

- Help the Exams Officer to coordinate Invigilators, ensuring that they have the necessary breaks, making tea and coffee for Invigilators and escorting them to the appropriate exam rooms.
- Cover Invigilators when required.
- Inform Exams Officer of any issues as they arise and act as directed by Exam Officer.

Health and Safety

Along with all staff, to ensure the effective implementation of the School's Health and Safety Policy and to take all possible steps to ensure the safety of pupils whilst in the care of the school.



Candidate Specification

Education	NVQ Level 3 Qualification or other relevant qualifications.
	Willingness to attend relevant training courses.

Skills	An understanding of the examinations process.
	Effective oral/written communication skills
	Basic level of IT skills such as logging in and basic level use of word doc (saving, printing documents, changing font settings).
	Numeracy.

Attributes	Flexible and proactive.
	Good organizational skills.
	Good communication skills.
	Be a confident and reassuring presence.
	A high level of professionalism in all aspects of work.
	Supportive and sensitive to the needs of others.
	Enjoy working in collaboration with others; a team player.
	Display moral, intellectual and personal integrity and authority.
	Accuracy and attention to detail.
	Ability to work under pressure and to tight deadlines.
	Ability to be calm when faced with difficult decisions.

Safeguarding

St Mary's School is committed to safeguarding and promoting the welfare of children and young people in its recruitment and selection of job applicants. The school expects all staff and volunteers to share this commitment and be willing to undergo checks with the Disclosure and Barring Service.



How to Apply

Please complete an application form which can be obtained from the HR Administrator at hadmin@stmarysgx.co.uk or from our website www.stmarysschool.co.uk

Early applications are advised as the School reserves the right to appoint at any stage during the application process. Completed application forms and cover letters must be emailed to hadmin@stmarysgx.co.uk

Interviews will take approximately three hours and will be held at the school. As part of the process you will be given a tour of the school and attend a panel interview. You will also be asked to provide documentation confirming your identity and qualifications and a search of an online social media presence may also be conducted as part of due diligence checks.

There is no need to visit St Mary's before applying, as the school website contains plenty of information, photos and all the school's policies. However, if you'd like to see the school in person, you are most welcome to arrange a visit. Interviews will, of course, include a tour. All applications will be acknowledged and interview dates are provided below. References will be requested for all those invited to interview.

Closing date for applications: 9:00am on Monday 4th November 2024

Interview date: W/C Monday 4th November 2024

Hours: Hours vary depending on the time of year and requirements. More hours are expected during busy exam seasons but less hours are expected at other times of the year. This equates to an average of 25 hours per week term-time only.

Salary: £14,000