

# EXAMINATIONS OFFICER

CANDIDATE PACK





# WELCOME TO BURGESS HILL GIRLS

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Burgess Hill Girls is an Excellent rated Independent school for girls aged 2 and a half to 18 years of age. Where every student is known as an individual and provided with an outstanding, transformative education.

Our school motto, 'I am, I can, I should, I will', conveys and underpins our whole approach to education, identifying and releasing the potential of every student as they progress through the school. Ensuring they have the very best possible opportunities to become successful women of the future.

At Burgess Hill Girls, we are exceptionally proud of unlocking the academic talent that is found within our students and strongly believe each individual will thrive in our high-achieving environment. Whilst Burgess Hill Girls aims to provide the very best opportunities for everyone to excel, we believe that success is more than obtaining the highest marks and grades. We recognise just as much all those fantastic qualities that are not materialistic or target driven. Success at our school is when we produce bright, confident and independent young women who have and will continue to achieve great things

There is no glass ceiling at Burgess Hill Girls! Whilst the academic, technical, creative and emotional support is incredible, the breadth of opportunities and enrichment available is extensive. There is something for every member of the whole school community and if the students desire more we have the 'can do approach' to make it happen!

We are seeking a candidate who has experience as an Exams Officer or similar data/admin-focused school who can support our mission to educate tomorrow's women and become part of a unique and empowering community, where there are not limits to what can be achieved.



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**HEATHER CAVANAGH**  
INTERIM HEAD



# OVERVIEW

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Burgess Hill Girls is an independent day and boarding school for girls located in the centre of Burgess Hill, West Sussex.

The school was founded in 1906 by Beatrice Goode, to provide a high-quality education for girls. The School stands in 14 acres of beautiful grounds within a conservation area close to the centre of Burgess Hill's town, West Sussex.

The School currently educates over 450 pupils, with boys and girls in the Nursery and girls only from reception to through to the Sixth Form.

All aspects of the school are located on this one campus; Nursery, Pre-Prep and Prep, Senior, Sixth Form and Boarding Houses. Burgess Hill Girls is a day school with a small but nonetheless important boarding community. The school is only a five-minute walk from the railway station (on the London to Brighton line) and close to excellent road networks (10 miles from Brighton city centre and only 20 minutes from Gatwick).

Approximately 50 boarders live on-site, creating a vibrant and inclusive community that welcomes students from around the world. Typically staying full-term, our boarders benefit from a supportive and enriching environment that foster personal growth, independence, and friendship. With a strong sense of belonging, they enjoy a well-rounded experience that combines academic excellence with a wide range of extra curricular opportunities, all within a safe and nurturing home away from home.

Notable alumnae, Bold Girls, include cricketer Caroline Atkins, actor Haydn Gwynne, Presenter Holly Willoughby, neuroscientist Professor Francesca Happé and diversity champion, Funke Abimbola MBE.



# MISSION & AIMS

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## OUR MISSION

To develop Tomorrow's Women.

## OUR AIMS

Our mission is achieved by ten core aims. We will:

- Champion individual strengths and aspirations through our excellent academic provision, extensive co-curricular opportunities and forward-thinking initiatives such as our B-spoke and BOLD programmes.
- Endow pupils with confidence, self-belief and a determination to succeed.
- Embed a strong sense of moral responsibility through activities in the school and the local community.
- Develop meaningful and effective partnerships with local nurseries, and primary and secondary schools.
- Recruit and retain high-quality staff.
- Promote a positive balance between academic work, recreation and volunteering.
- Provide expert higher education, careers opportunities and advice.
- Deliver an outstanding Early Years education to ensure a solid foundation.
- Innovate in the development of our curriculum and facilities.
- Encourage a mutually supportive community that empowers girls to reach their full potential.

Pupils at Burgess Hill Girls will be equipped to lead a fulfilled and productive adult life in a rapidly changing world.



# CAMPUS

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Burgess Hill Girls is set within 14 acres of beautiful grounds within a conservation area close to Burgess Hill town centre in the heart of Mid Sussex.

The site comprises of open playing fields surrounded by natural woodland. The buildings date back to 1704 and are a mixture of Victorian and Edwardian villas complemented with sympathetic contemporary buildings.

The newest additions to the site are the Croft II Performance and Music Academy and Little Oaks, a modern building encompassing Nursery and Infant classrooms.

## OTHER BUILDINGS OF NOTE

- Webb House - Main teaching block for Senior School
- Pre-Prep and Prep School
- Music School
- Sixth Form Centre
- Art Department
- Science Centre
- Sport pitches and courts
- Fitness hub
- Dining hall
- Two boarding houses



# JOB DESCRIPTION

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**Reporting to:** Assistant Head Academic  
Head Teacher / Head of Centre

**Liaising with:** Assistant Head Academic; Head of Sixth Form, Pastoral Heads, Heads of Department, and subject staff

**Remuneration:** Competitive salary based on skills and experience

## SUMMARY OF ROLE

- To be responsible for managing the effective and efficient administration of 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 exam administration in a consistent and secure fashion, thereby helping to maintain the integrity of the assessment process
- To support the Head of Centre in ensuring that the centre is compliant with the JCQ regulations and awarding body requirements in order to ensure the security and integrity of the examinations/assessments at all times
- 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
- To closely liaise with key stakeholders (external and internal) to ensure exams administration processes are strictly followed and key deadlines met
- To ensure examinations are conducted in accordance with the regulations
- 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



# JOB DESCRIPTION

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## PLANNING BEFORE EXAMINATIONS

- 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
- Manage own time effectively to ensure key tasks are undertaken and external key dates and deadlines are met to be achieved by creating and working to an annual exams plan
- Communicate clear internal deadlines and processes for gathering/sharing exam-related information from/with relevant internal stakeholders
- Work with the Assistant Head Academic to plan the sharing of pertinent information to candidates/staff/parents/carers on examination regulations and requirements. This may include Exam Briefings for students and an Examinations Information Evening for parents
- 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
- Annually confirms the information required by the National Centre Number Register (as administered by OCR on behalf of the JCQ) and informs of any changes to centre status
- Manage arrangements to receive, check and store question papers and examination material safely and securely at all times and for as long as required in accordance with the regulations



# JOB DESCRIPTION

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## PLANNING BEFORE EXAMINATIONS

- Support the Head of Centre in managing Conflicts of Interest by informing the awarding bodies to timescale and recording the measures taken to mitigate any potential risk to the integrity of the qualifications affected.
- Contribute to the creation/review/update of exam-related policies as required by the regulations and accurately reflecting working practices in the centre
- Support the Head of Special Educational Needs Coordinator (SENCo) in implementing examination access arrangements or reasonable adjustments for eligible candidates (the SENCO is responsible for the processing of all applications for access arrangements and requesting any modifications including specialist papers)

## ENTRIES

- Observe the awarding bodies' published terms, conditions and processes for the registration or entry and withdrawal of candidates for their examinations and assessments
- Register or enter candidates for an examination or assessment in accordance with the awarding bodies' published procedures and published deadline for that qualification
- Implement processes and liaise with relevant internal stakeholders to gather correct entry information to internal deadlines implementing strategies to avoid late (or other penalty) fees
- Maintain required identifiers such as candidate exam numbers for each candidate entered for an examination or assessment and enter candidates who are on roll at the centre as internal candidates
- Working with Admissions, verify the identity of all students that are entered for examinations or assessments
- Effectively use internal and external IT systems to submit and manage awarding body registration and entry data
- Liaise with Finance to ensure fees are paid as instructed and at the time specified by the awarding bodies
- Submit any applications for transferred candidate arrangements in accordance with the awarding body requirements
- 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
- On rare occasions, there may be a requirement to process requests from private candidates. This would be discussed with the Assistant Head Academic in the first instance.



# JOB DESCRIPTION

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## PRE-EXAMINATIONS

- Recruit, train, update and manage a team of invigilators
- Manage the arrangements for the timetabling, rooming, seating, resourcing and invigilation of 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
- Ensure all candidates are notified of their examination entries and the dates and times of their examinations/assessments in accordance with the regulations
- Ensure all candidates are aware of the JCQ and awarding body information and regulations regarding the conduct of their examinations/assessments in advance of these taking place by uploading all documents to the LP as well as emailing home.
- Confirm relevant internal stakeholders complete administrative tasks associated with centre assessed work in an accurate and timely manner in accordance with the requirements of awarding bodies and moderators
- Support the Head of Special Educational Needs Coordinator (SENCo) in implementing examination access arrangements or reasonable adjustments for eligible candidates (appropriate arrangements for rooming, resourcing, facilitation, invigilation etc.)
- Support HoDs in their submission of NEA marks meeting the deadlines set by the awarding bodies.
- Submit NEA samples as requested by the awarding bodies meeting their timescales.
- Effectively manage arrangements for the secure storage and dispatch of examination scripts for marking.

## DURING EXAMINATIONS

- Effectively manage the conduct of examinations in accordance with JCQ regulations and/or awarding body rules
- Ensure all exam accommodation is prepared in accordance with the requirements
- Inform the JCQ Centre Inspection Service of any alternative site that may be used by the centre to conduct timetabled examinations
- Effectively deploy fully trained invigilators to exam rooms according to the requirements. Ensure that timely update meetings are scheduled to ensure compliance with the JCQ regulations
- Manage unexpected issues/irregularities which may affect the conduct of examinations
- 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



# JOB DESCRIPTION

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- Manage emergency access arrangements for eligible candidates as the need may arise during exam time in conjunction with the SENCO
- Maintain the confidentiality and security of candidates' responses and dispatch scripts according to the requirements, using the "yellow label" service and also taking packets of scripts to the post office for IGCSEs
- Submit to the published timescales, relevant follow-up reporting to awarding bodies in relation to the very late arrival of candidates for examinations and applications for special consideration where candidates meet the published criteria

## AFTER EXAMINATIONS

### Results and Post-Results

- Ensure candidates and relevant internal stakeholders are aware of processes, key dates and deadlines in relation to the issue of results and the arrangements for post-results services
- Plan, prepare for, and manage the restricted release of results and the distribution of provisional statements of results in accordance with JCQ regulations and/or awarding body rules
- Effectively use internal and external IT systems to access and manage awarding body results information
- Understand awarding body results indicators and provide support for relevant internal stakeholders in accessing results reports/analysis tools
- 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

## OTHER

### Examinations Budget

- Monitor the examinations budget including checking and signing all examination invoices and addressing irregularities as necessary
- Liaise with Finance to ensure that invoices are raised for students where appropriate

# JOB DESCRIPTION

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## LINE MANAGEMENT

- Liaise with the Assistant Head Academic, Head of Sixth form and Head of Timetabling about the organisation of all sittings for mocks and examinations including invigilation requirements, room bookings, seating plans, student identification cards and all equipment required.
- Work with colleagues in Human Resources to ensure that the School's requirements for Invigilators are met, and manage the School's team of Invigilators to ensure an efficient and effective service is provided

## PROFESSIONAL DEVELOPMENT

- Maintain personal professional development to ensure that the knowledge and skills required to fulfil the role of Examinations Officer are up to date
- Be a professional role model, and understand and promote the aims and values of the School

## ADDITIONAL DUTIES:

- Play a full role in the life of the school community to support its distinctive mission and ethos.
- Engage actively in safeguarding responsibilities as part of the School's commitment to child protection.

## OTHER SPECIFIC DUTIES:

- Continue personal development as agreed.
- Engage actively in your own performance review and development process.
- First Aid trained or willing to undertake relevant training course
- Undertake other duties appropriate to the grade and responsibilities of the role as may be required by the Head of Centre/Assistant Head Academic, for example:
  - the preparation for and conduct of internal examinations under external examination conditions
  - other exams-related administrative tasks
- Undertake other duties as specified by the Head.
- Comply with any reasonable request from management to undertake work of a similar level.
- Foster a welcoming and professional environment for all staff and visitors.
- Ensure reasonable adjustments are made to support disabled staff and applicants.

This job description is current at the date shown but may be updated by the DFO to reflect changes in the role. Changes will be made in consultation with the post-holder.



# WORKING PATTERN & PERSON SPECIFICATION

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## WORKING PATTERN:

- This is a permanent, part-time role working 24 hours per week over 4 days, full year, with holiday leave entitlement.
- Additional hours are worked during the examination and results timetable; therefore, a flexible working pattern will be required around this and any additional hours worked will be offset against quieter times.
- There are approximately 12-15 weeks per year where additional hours will be required to ensure that the school is prepared for the examinations process.

## PERSON SPECIFICATION

- Qualifications
- Essential:
  - At least 5 GCSEs (grades 9-5 or A\*-C) including Maths and English
- Desirable:
  - Further relevant study or qualifications
  - A Levels or relevant NVQ qualification

## EXPERIENCE AND SKILLS

### ESSENTIAL:

- Experience managing exams systems and maintaining confidentiality in an educational setting
- Strong IT skills, including Microsoft Office, databases, and data management software
- Ability to analyse data and create detailed reports
- Knowledge of Data Protection laws (e.g., GDPR)
- Knowledge of the Joint Council for Qualifications (JCQ) regulations and experience of complying with the requirements of regulatory bodies
- Experience coordinating access arrangements for students with special needs
- Excellent organisational skills and ability to manage multiple tasks simultaneously
- Excellent attention to detail skills
- Clear and effective communication with staff, students, and external bodies
- Ability to work well under pressure and meet deadlines
- Experience handling confidential information appropriately
- Ability to work as part of a team and independently
- Experience working in a school or educational environment





# PERSON SPECIFICATION cont.

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## EXPERIENCE AND SKILLS

### DESIRABLE:

- Familiarity with a school management information system such as ISAMS, or SIMS (desirable)
- First Aid trained or willing to take the course

## PERSONAL ATTRIBUTES

### ESSENTIAL:

- Professional attitude and appearance
- Problem-solving mindset with a positive, can-do attitude
- Flexible, adaptable, and willing to take on new challenges
- Willing to attend further training as required

## OTHER

### ESSENTIAL:

- Satisfactorily meeting the School's employment checks - including Disclosure and Barring Service (DBS) check, health assessment, references, qualifications, and legal entitlement to work in the UK



# SALARY & BENEFITS

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## START DATE

As soon as possible.

## HOURS OF WORK

Part time, 24 hours per week, over 4 days, full year

## SALARY

Competitive, based on skills and experience.

## HOLIDAY

Support staff are entitled to 28 days holiday pro rata plus statutory holidays.

## ADDITIONAL BENEFITS INCLUDE:

- Contributory pension scheme
- Free lunch in our dining hall
- Significant discount on school fees
- Corporate discount at The Triangle leisure centre
- Free car parking
- Unlimited use of school and fitness facilities
- Free staff wellbeing MOT provided by Sussex Wellbeing
- Employee Assistance programme



# APPLY

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If you are an experienced Examinations Officer looking for a new challenge, we would love to hear from you.

For a full job description and application form, please visit our website <https://burgesshillgirls.com/vacancies/>

or contact our HR team: [hr.admin@burgesshillgirls.com](mailto:hr.admin@burgesshillgirls.com)

We reserve the right to interview and appoint at any stage of the recruitment process.

All appointments are made in accordance with our equal opportunities policy and applicants should let us know of any special needs they may have.

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be subject to an enhanced Disclosure and Barring Service (DBS) check, including a check of the Barred List, as well as other pre-employment checks in line with Keeping Children Safe in Education (KCSIE) guidance.

This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore applicants are required to declare all criminal convictions, including those that are 'spent' unless they are 'protected' under the DBS filtering rules.



BURGESS HILL

— GIRLS —

Tomorrow's Women

FOR MORE INFORMATION AND TO APPLY,  
PLEASE VISIT OUR WEBSITE [HERE.](#)