



Examinations Officer  
from September or October 2022

# Dauntsey's School

Set in 100 acres of magnificent grounds in the beautiful Vale of Pewsey, Dauntsey's occupies a central position in the South of England. The village of West Lavington is some five miles from the historic market town of Devizes and about 20 miles from both Bath and Salisbury. The A303/M3 and M4 motorways are nearby and there are frequent fast trains to London from Westbury (8 miles), Pewsey (12 miles) and Chippenham (18 miles). The School has been fully co-educational for over 40 years and has 829 pupils, of which 314 are boarders. Lower School boarders (aged 11-14) live at The Manor, a country house set in its own grounds, which is a 10-minute walk from the School. The Upper School boarding houses are on the main school site. Entry to the School is by 11+ examination (about 80-85 pupils), through Common Entrance or Scholarship at 13+ (30-40 pupils) and at Sixth Form level (35-40 pupils).

In the most recent ISI inspection of September 2018, the School received the highest possible rating of 'Excellent' for both categories: the quality of pupils' academic and other achievements, and the quality of pupils' personal development. Academic standards are high and results are impressive, with over 70% of pupils typically achieving A\*/A/9-7 grades at GCSE and around 80% achieving A\*-B grades at A-level. Pupils are generally taught in small mixed ability classes (except in Maths), with set sizes currently averaging 19 in the Lower School, 15 at GCSE and 9 at A-level. The School week consists of 51 periods, including lunch. Single lessons are taught for 35 minutes each, though many lessons are double periods. Pupils are also encouraged to participate in academic enrichment activities outside of lesson time.

In recent years Dauntsey's has seen substantial growth with the addition of many new facilities and the refurbishment of the main school and the Manor sites. These have included significant improvements in Science, ICT and DT, in addition to new Day and Boarding accommodation and additional Sports pitches. More recently work was completed on a Sports Pavilion and a classroom block for Business Studies/Economics, Geography and Mathematics. A new Dance Studio has also been created in the Sports Hall complex and an all-weather athletics' track was added in 2018.

Sport is taken seriously, with both excellence and participation encouraged. The major sports are hockey, netball, tennis and athletics for girls and rugby, hockey, cricket, tennis and athletics for boys. Many other sports are offered and the School prides itself on its extensive outdoor programme, with all pupils encouraged to demonstrate a sense of adventure. One of the special features of Dauntsey's is our ownership and use of the famous 'Jolie Brise', an ocean-going pilot cutter, in which our Sailing Club has been victorious in the Tall Ships Races on five occasions over the past twenty years. In 2017 she also crossed the Atlantic, for the second time in ten years, having visited Canada. Music, Drama and Dance are of an outstanding standard and three school productions have been taken to the West End over the last 17 years, including 'Billy Elliot' in March 2017. Major productions have included a number of 'School firsts' such as 'Les Misérables', 'Evita' and 'Miss Saigon'. We also became the first amateur organisation in the world to perform 'Mamma Mia!' in 2014, and Matthew Bourne's all boys' dance version of 'Lord of the Flies' in 2015. In July 2018 we staged the award winning 'Once', and last year the December show saw a dynamic production of Lin Manuel Miranda's 'In The Heights'.

# Job Description

## **Key Duties and Responsibilities:**

**Line Manager:** Deputy Head (Academic)

**Line Management Responsibility:** Invigilation Staff and Examinations Assistant

**Role Overview:** To work as part of the Academic Team, taking responsibility for all matters in relation to the administration of school examinations.

## **Key areas of responsibility**

### **Public Examinations:**

- Administration of all aspects of public examinations
- Timely submission of exam entries
- Exam timetable management, including resolution of clashes
- Distribution of exam timetables and exam information to pupils
- Liaison with the Head of Learning Support about access arrangements
- Security and control of examination papers and pupil scripts
- Recruitment, training and management of invigilation staff
- Supervision and control of the conduct of examinations
- Timely despatch of worked scripts
- Distribution of results, progression of enquiries and appeals
- Checking and distribution of exam certificates
- Preparation of exam charge schedules for end of term fees
- Reports about exam results and enquiries about results
- Annual updating of exam related policies as required for JCQ inspection
- Maintaining an up-to-date knowledge of exam-related developments, including attendance at local and national meetings as appropriate

### **Internal Examinations:**

- Administration of mock examinations
- Administration of other internal examinations as required
- Administration of entrance tests, including coordination of exam entries, Scholarship Papers and Admissions' Tests at 11, 13 and 16

### **General:**

- Administrative support outside of peak exam periods as required

Please note that previous experience of working in an Exams Office is desirable but not essential. Full training will be provided for the successful applicant.

The following duties are ones which all staff are required to perform:

- Observe health and safety procedures and work safely at all times;
- Be responsible for your own continuing self-development, undertaking training as appropriate to the working environment and location, and developments in your role;
- Conduct yourself with professionalism, tact and diplomacy as a representative of Dauntsey's, in line with school policies and procedures.

### **Safeguarding:**

- As this post is in a school the successful person will engage in regulated activity relevant to children.
- Dauntsey's is committed to safeguarding and promoting the welfare of children. The school has a range of policies and procedures for child protection and security. All staff are expected to familiarise themselves with and follow all these policies and procedures as part of their professional responsibilities. This includes participating in training and other activities that ensure the School stays compliant with relevant legislation, regulations and good practice.
- Our Safeguarding and Child Protection Policy, and the Recruitment, Selection and Disclosure Policy and Procedure (including our Policy on the recruitment of ex-offenders) can be found on the recruitment pages of our website, <https://www.dauntseys.org/about/vacancies> . Please read this information as part of your application to the role.

**The post holder may reasonably be required to perform duties other than those given in the job description for the post, including work with a different department or team. The particular duties and responsibilities attached to posts may vary from time to time without changing the character of the duties or the level of the responsibility entailed.**

<b>Personal Specification:</b>		
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		
<b>Experience and Training:</b>		
Please note that previous experience of working in an Exams Office is desirable but not essential. Full training will be provided for the successful applicant.		
	Essential qualities	Method of assessment
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Keen attention to detail</li> <li>• Excellent communication skills, with both adults and children</li> <li>• Excellent organisation and time management</li> <li>• Reliable record keeping</li> <li>• Sound level of competence with Office packages, Excel in particular</li> </ul>	Application form  Interview  Professional references
<b>Personal competencies, qualities, attitude and behaviours</b>	<ul style="list-style-type: none"> <li>• Motivation to work for the benefit of children</li> <li>• Enjoys working as part of a team</li> <li>• Analytical and with a keen attention for detail</li> <li>• Positive outlook and a can-do attitude</li> <li>• Flexible and helpful</li> <li>• Confidence to work independently</li> <li>• Ability to prioritise</li> <li>• Creativity and confidence when solving problems</li> </ul>	Application form  Interview  Professional references

## Terms and conditions

### Hours of work

You will be required to work 40 hours per week. These hours will be worked 08:30 – 17:00 Monday to Friday, with a half hour unpaid lunch break. You will be required to work for 40 weeks each year, which will include the school term time weeks. The timing of the additional working weeks beyond term time will be as agreed with your manager.

### Holiday

You will be entitled to 6 weeks annual leave each year (excluding bank holidays) which will be taken outside of the 40 working weeks. The May Day Bank Holiday is a normal working day. Five days of your annual leave must be taken at specified times over the Christmas period when the school is closed.

## **Salary**

The actual salary for the role is £26,500 per annum which is based on a full time equivalent of £29,000 per annum).

## **Application Process**

If, having read the above information, you would like to be considered, please apply by completing the application form before the closing date of 9am on Monday 6<sup>th</sup> June and e-mailing it, together with a letter of application, to [recruitment@dauntseys.org](mailto:recruitment@dauntseys.org)

Please be aware that candidates may be invited to interview before the closing date, so you are encouraged to apply as soon as you are able. The vacancy may close early if an appointment is made following an interview.

All future correspondence will be by email. Please add dauntseys.wilts.sch.uk and dauntseys.org to your safe sender list to avoid emails going through to your junk email so that you are aware should you be invited to interview.

Thank you for your interest in the position.