

ASSISTANT EXAMS OFFICER

Candidate Pack



“Dame Alice Owen’s School is a wonderful place to come and learn”

Ofsted, December 2023



HEADTEACHER'S WELCOME



Thank you for your interest in applying to Dame Alice Owen's School. Though much of the information we have about our school is available on our website, we know you are busy so have put some key information in this pack to help you understand who we are and what we do.

Our school was founded over 400 years ago by Dame Alice Owen, a remarkable philanthropist with an unusually modern vision for education. She established the first school in Islington and, as demand outstripped space, it moved to its current setting, in the Hertfordshire countryside, in 1976.

Today, Owen's is an exciting place to work where *"staff overwhelmingly feel well cared for"* and behaviour is *"exemplary."* [Ofsted December 2023] Ours is a school where teachers love talking about teaching and learning, where relationships between students and staff are positive and strong, and where we do what we can to keep workload manageable. We are never complacent; we are always looking for marginal gains in order to keep what we do reasonable, but exciting. It is the combination of interested students, dedicated staff, supportive parents, a rigorous and empathetic Governing Body and school leadership team (staff and student) which makes our school such a special place to be.

Dame Alice Owen's School is a mixed, partially selective secondary school with approximately 1,460 students including over 400 in our vibrant and highly successful sixth form. Our school benefits from some of the most able students in the country. In the 2024 A level examinations, 63% of all A level grades were A*-A with 87% of grades being awarded A*-B. In GCSE examinations, students achieved an average Attainment 8 score of 74.2 and a Progress 8 score of 0.93 with 34% of all grades awarded at level 9 and 94% of students achieving 5 or more grades 9 – 4 including English and Maths. Many of our school leavers from Year 13 have offers from top universities to choose from, including an average of 24 places at Oxbridge each year.

We were delighted to be recognised as 'The Sunday Times Regional School of the Decade' in 2020 and the country's highest ranking non-fully selective *state school of the year* many times over, including for 2025! Securing a place at Owen's has been described as *"winning the lottery"* in the Good School Guide, *"the golden ticket"* in Tatler and Ofsted judged us *"outstanding"* in all categories in December 2023, with no areas for improvement.

If you would like to come and join us, we would love to meet you and talk to you more. Please call to arrange a chat, if you would like to, or just send us your completed application pack. I look forward to meeting you.

Hannah Nemko
Headteacher



ASSISTANT EXAMS OFFICER

Full Time Permanent Post
Required from September 2025

Hours: 37 hours per week, term time plus two weeks holiday working (in August around the exam results days)

The ideal candidate will be able to work flexibly during the busy exam periods and at other times during the school holidays. Time off in lieu will be given for additional hours worked during these times.

Salary Scale: H5/9, pro-rata actual annual salary £23,196, based on £26,409 for the full-time equivalent post (pay award pending)

Closing date: 9am, Monday 23 June 2025

Interview date: Friday 4 July 2025

We reserve the right to make an appointment before the closing date, so early applications are encouraged.

The Governors of this highly successful, partially selective, mixed school invite applications for an Assistant Exams Officer to join our busy Exams team. The Exams Office is responsible for managing the external and internal exam processes. Reporting to the Exams Officer, the Assistant Exams Officer will support all aspects of the exam processes with particular responsibility to deputise for the Exams Officer in their absence and manage the exam arrangements for students eligible for access arrangements and reasonable adjustments.



DAME ALICE
OWEN'S
SCHOOL



WHY WORK AT OWEN'S

At Dame Alice Owen's, we appreciate that when staff are well looked after, and conditions are right for learning, students and staff thrive.

Owen's has a relaxed, supportive environment, the atmosphere is friendly and collegial and staff are nurtured and supported. Students at Owen's are engaged, well-motivated and behavioural issues are rare and well managed. The Senior Leadership team are fully aware of the importance of a good work life balance and are mindful of this when supporting the teams they line manage. Meetings are kept to a minimum. There are regular, whole staff and departmental social events throughout the year, and, with a nod to our 400 year old traditions, Owen's is often a fun and interesting place to be.

Working at Owen's is not just a job; it's a fulfilling and rewarding experience that goes beyond the classroom, positively shaping both students' futures and the careers of all those who work with them. If you would like to work in a school where your passion for supporting young people and contributing to their future success can truly flourish, Owen's is the perfect place for you.

In addition to this we also offer a variety of benefits including:

- Access to an Employee Assistance Package, which provides staff with a wide range of health and wellbeing services including 24 hour access to a GP;
- Excellent facilities and resources including a Fitness Suite which is open to all staff for certain hours outside of the school day;
- Free on school site parking;
- Staff child places, in line with our admissions procedures;
- A great location - the school is situated on an attractive 35-acre site in the Green Belt. Central London is easily reached, in 15 minutes, by rail from Potters Bar and the school is close to motorway links.

Hear from members of our Staff in the [video here](#) about why they enjoy working at Dame Alice Owen's School.



JOB DESCRIPTION

Post Title: Assistant Exams Officer
Responsible to: Exams Officer
Responsible for: Invigilators (along with the Exams Officer)

Purpose of the role:

- To support and assist the Exams Officer with the organisation and smooth running of both internal and external exams.
- To take on specific responsibility for the planning, organisation and management of the exam arrangements for students eligible for access arrangements and reasonable adjustments.
- To deputise for the Exams Officer in their absence.

Main duties and responsibilities include but are not limited to:

1. Understand the regulations and requirements of all internal and external exams held by the school.
2. Comply with all the regulations of the relevant exam organisations and keep up to date with any changes to these.
3. Liaise effectively with other members of school staff, students and their parents/carers and all relevant exam organisations.
4. Assist with all aspects of exam processes including:
 - a. deadlines, entries and exam fees;
 - b. timetabling, clashes, room booking, staffing, seating, resources and equipment;
 - c. non-exam assessments and internal appeals;
 - d. exam related school policies;
 - e. recruitment, training and management of invigilators;
 - f. receipt, checking and storage of exam papers and materials;
 - g. security of candidates' responses and safe dispatch of exam scripts to the exam organisations;
 - h. conduct of exams in all the exam rooms;
 - i. unexpected issues or emergencies that arise during an exam;
 - j. reports to the exam organisations such as those relating to very late arrival, special consideration and malpractice; and
 - k. results, post-results services and certificates;
5. Support the SENCO, Pastoral Team and Exams Officer to ensure appropriate access arrangements and reasonable adjustments are in place and provided for eligible students.
6. Run the exams and manage the invigilators in the learning support exam rooms.
7. Undertake training appropriate for the role.
8. Undertake other duties appropriate to the grade and responsibilities of the role as may be required by the Head of Centre/Deputy Head/Exams Officer.

PERSON SPECIFICATION

Personal	Desirable/ Essential
Flexibility throughout the year including during predictable and agreed times during the busy exam periods and school holidays	E
Ability to work independently and use own initiative when appropriate	E
Resourceful, patient and resilient with a calm and unflustered manner when under pressure	E
Ability to work constructively as a team, understanding school roles and responsibilities and the post holders' position within these	E
Approachable, friendly, helpful and able to find solutions	E
Organised and methodical	E
Ability to carry out instructions and work with minimum supervision	E
Communication skills	
Excellent interpersonal and communication skills (both oral and written)	E
Ability to deal with staff, students, parents and outside agencies	E
Good sense of humour	E
Experience	
Experience of working in the education sector for at least 2 years	D
Experience of running, or assisting with the running of a school Exams Office	D
Experience of the rules and regulations of the Joint Council for Qualifications	D
Experience of using SIMS	D
Experience of administration at high level	D
Qualifications and Training	
Good level of education, especially literacy and numeracy, seen through qualifications in line with 5 GCSEs inc. grade C/4 in English and Maths	E
Competence	
Work accurately to deadlines	E
Be able to work under pressure, whilst continuing to prioritise and perform effectively	E
A positive attitude to personal development and training	E
Confidence with IT including the ability to learn and master new packages	E
Experience with Google Suite	D

HOW TO APPLY

Applications will be accepted by completion of an application form via MyNewTerm on our vacancies page - <https://damealiceowens.herts.sch.uk/introduction/vacancies/>. We are not able to accept CVs for any posts based in school.

To arrange a tour or informal discussion about this position, please contact Leigh Carpenter, Exams Officer at carpenterl@damealiceowens.herts.sch.uk

The school is committed to safeguarding children, young people and vulnerable adults and promoting the welfare of children and expects all staff to share this commitment. Please take time to read our [Safer Recruitment](#) and [Safeguarding and Child Protection](#) policies.

The post you are applying for is exempt from the Rehabilitation of Offenders Act 1974 and applicants will be required to declare any convictions, cautions, reprimands and warnings that are not “protected” (as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013 and 2020)). Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers, scrutiny of the information provided in your application form and an enhanced Disclosure and Barring Service disclosure check.

The school is an equal opportunities employer and we welcome applications from all suitably qualified candidates.

We fully appreciate the time and consideration which go into applying for a new job. If there is anything we can do to help you through this process or if you have any general enquiries, please do not hesitate to ask via recruitment@damealiceowens.herts.sch.uk

