



Langley Park  
School for Girls



## Examinations Officer Recruitment Pack

Enabling everyone to thrive - acting with  
kindness, determination and respect

# **EXAMINATIONS OFFICER**

**Required as soon as possible**

Salary: NJC Scale 6, Point 16–20 (£33,417 to £35,448 FTE)

Actual Salary: £29,820 per annum

36 hours per week, 41 weeks per year

(some additional days must be worked around GCSE and A-Level results days in August)

We are looking to recruit a pro-active, well organised and self-motivated Examinations Officer to manage and organise the administration of internal and public examinations in school with accuracy and within defined time scales. The successful candidate(s) will be competent in the use of IT systems. Experience of examinations administration and organisation is highly desirable. Training and support will be provided.

This is a demanding yet hugely rewarding role working with friendly and supportive colleagues and contributing towards the academic success and future prospects of our young people. It is a condition of the role that the postholder will be flexible with their working hours during the exam periods, as required.

Langley Park School for Girls (LPGS) is a high achieving, popular and well-respected school within our local community. Situated on the Langley Park campus alongside our neighbouring boys' school and primary school, we benefit from excellent transport links to and from central London and proximity to the Kent countryside. LPGS is an exciting place to work; a school in which students are motivated to achieve their best and work hard to make exceptional progress. We want our students to leave LPGS empowered to shape their own lives, and those of others, as the leaders of tomorrow.

***“Pupils flourish into independent, confident young adults at this school.”***

***“Pupils are polite, kind and respectful to one another. They have strong professional relationships with their teachers.” (Ofsted)***

***“The school curriculum supports pupils to excel.” (Ofsted)***

## **We can offer:**

- Highly motivated students with a commitment to their learning.
- Very good standards of student behaviour.
- Innovative approaches to Teacher Professional Development.
- Opportunities to work and grow within our trust and beyond the school.
- A friendly and supportive working environment.
- An Employee Assistance Programme and flu vaccination.

**Closing Date: Wednesday 4th June (9.00am)**  
**Expected date for interviews: Tuesday 10th June**

Please send your completed application form to Helen Partridge  
(HR Manager) [hpa@lpgs.bromley.sch.uk](mailto:hpa@lpgs.bromley.sch.uk)

*We are committed to equality of opportunity for all our staff. We particularly welcome applicants from ethnic minority backgrounds as they are currently under-represented on our staff body. We recognise the vital contribution that members of a diverse team make to our students' learning. The range of cultural experiences, differing viewpoints and role models this brings is valued in our Trust.*

*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. Therefore, the successful applicant will be subject to Enhanced Disclosure and Barring Service check.*

# Dear Candidate,

Thank you for your interest in joining our community as an Examinations Officer. The information here gives a brief sense of our school. Equally, you are most welcome to arrange time to visit.

Langley Park School for Girls, part of Impact Multi Academy Trust, is a large secondary comprehensive school in Beckenham. We have 1,200 girls in Year 7-11 and large co-educational sixth form of approximately 450 students. We proudly draw from a large number of boroughs and schools in our sixth form creating a diverse and vibrant community.

LPGS has a proud history and is an exciting environment in which to work and study. The arts are highly valued and invested in and staff and students alike enjoy the wide range of opportunities available; including our dynamic careers academy and huge range of clubs, societies, groups and trips.

We have an ambitious and broad curriculum, for example:

- All Year 7 students learn an instrument for a term as part of our music scheme to widen access and participation.
- KS3 students enjoy Dance and a Visual Arts rotation of art, textiles and digital media.
- Just recently, students have enjoyed trips to St Ives, the London Eye for speed-mentoring, Paris on Music tour, Camps International to Cambodia, to meet Malorie Blackman.

We achieve positive academic results whilst also focusing on student wellbeing and mental health.

If you would like to be part of our school community, we would welcome your application.



Kind regards,  
**Steve Whittle**  
Headteacher



# Life at LPGS

My daughter really benefited from the healthy and sustained pastoral support at the school – mental health and wellbeing are not treated in a tokenistic, one-off kind of way.

*Parent*

When you have a child who is on the SEN register, it can sometimes feel like pushing water up a hill, but the SENCO explains everything so well, makes it clear, and that is because he cares.

*Parent*

I felt the sense of community, we were all one team with one common goal of just achieving great things, and we were all willing to help each other. That's what really drew me to here.

*Sixth Form student*

Pupils flourish into independent, confident young adults at this school.

*Ofsted*

My students and colleagues make me laugh and I look forward to coming into work due to their hard work and fascinating insights.

*Staff*

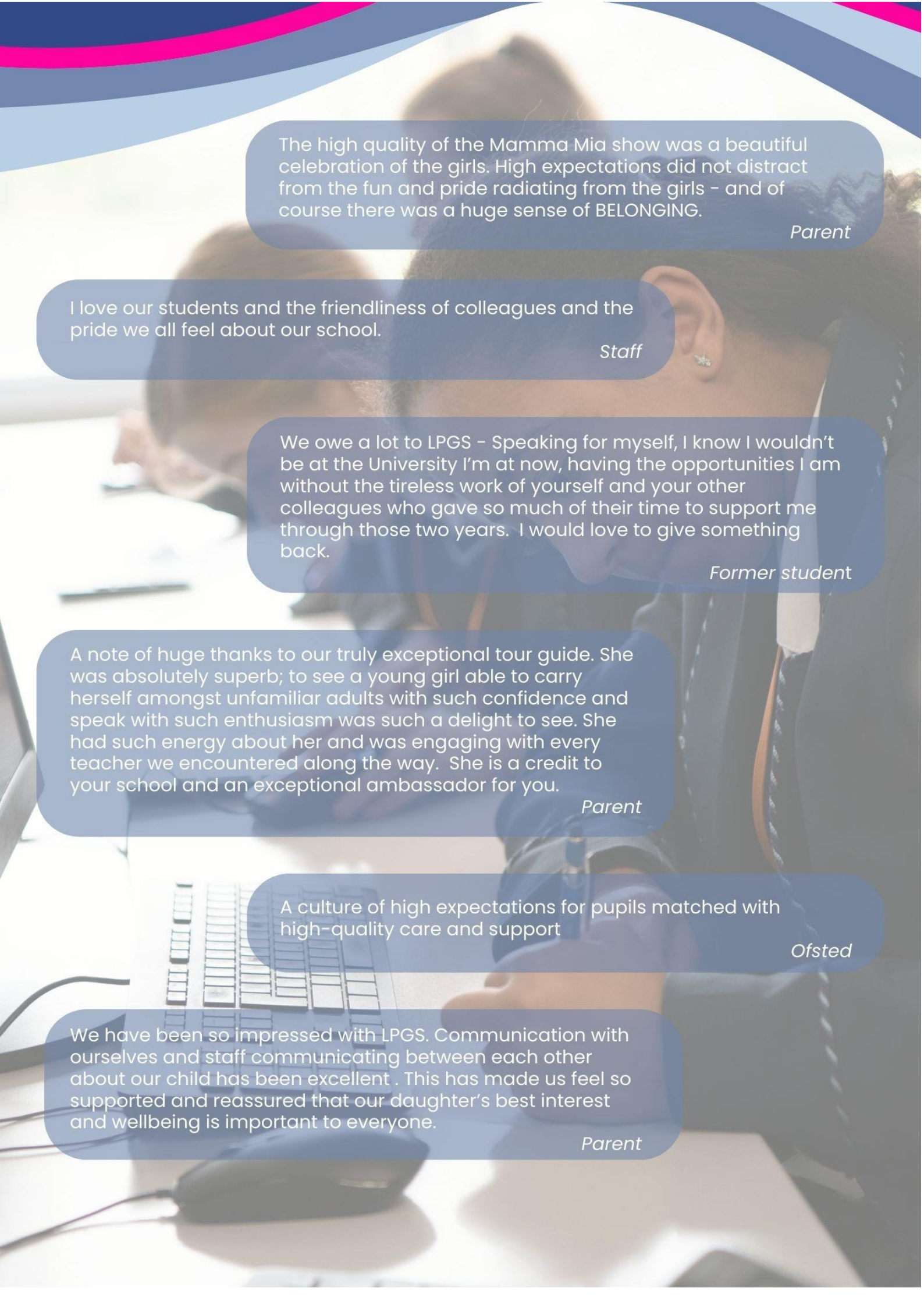
The quality of teaching at this school is nothing short of outstanding. Staff have always been there to fully prepare us for exams and have always gone out of their way to provide us with a high standard of education. The Sixth Form community is extremely friendly and diverse and is a community of individuals who are keen to succeed and help one another.

*Student*

We are sure our daughter learned a lot about teamwork, perseverance and the joy of adventure thanks to your thoughtful planning and engaging activities on this trip.

*Parent*





The high quality of the Mamma Mia show was a beautiful celebration of the girls. High expectations did not distract from the fun and pride radiating from the girls – and of course there was a huge sense of BELONGING.

*Parent*

I love our students and the friendliness of colleagues and the pride we all feel about our school.

*Staff*

We owe a lot to LPGS – Speaking for myself, I know I wouldn't be at the University I'm at now, having the opportunities I am without the tireless work of yourself and your other colleagues who gave so much of their time to support me through those two years. I would love to give something back.

*Former student*

A note of huge thanks to our truly exceptional tour guide. She was absolutely superb; to see a young girl able to carry herself amongst unfamiliar adults with such confidence and speak with such enthusiasm was such a delight to see. She had such energy about her and was engaging with every teacher we encountered along the way. She is a credit to your school and an exceptional ambassador for you.

*Parent*

A culture of high expectations for pupils matched with high-quality care and support

*Ofsted*

We have been so impressed with LPGS. Communication with ourselves and staff communicating between each other about our child has been excellent. This has made us feel so supported and reassured that our daughter's best interest and wellbeing is important to everyone.

*Parent*

## **Impact Multi Academy Trust (IMAT)**

We believe that being a Trust with both primary and secondary schools is an enormous asset, since it enables us to share our expertise and knowledge, learning from each other to improve the education of children from ages 4 to 18. We have high aspirations for our students that attend Impact Multi Academy Trust schools. We also have high expectations about what they will receive from, and contribute to, their education.

We believe strongly in educating the whole child. We offer our students the highest quality academic education, delivered within a broad, balanced and rich curriculum; alongside which our schools offer a wide range of high quality extra-curricular opportunities, with music and sport a particular strength.

The heads, senior leaders and colleagues actively meet and collaborate – this work is furthered by our Curriculum Strategy Leads.

Our Trust, as it is today, was formed in September 2022 and currently comprises eight schools:

- Clare House Primary School
- Darrick Wood School
- Hawes Down Primary School
- Hayes School
- Langley Park Primary School
- Langley Park School for Boys
- Langley Park School for Girls
- Ravens Wood School

For further information, please visit the Trust website [www.imat.uk](http://www.imat.uk).



# Staff Wellbeing

Our commitment to this is captured in our Staff Wellbeing Charter which you can read in detail [here](#) and includes:



CPD – we invest in our staff and in ourselves through a [professional growth](#) approach to appraisal that prioritises our improvement as teachers over data-driven targets



Respectful relationships are at the heart of how we approach others in our community: staff and students.



We take a conscious work-load focused approach to marking (no onerous expectations), data drops and parents' evenings.



A deliberate and moderate approach to emails and communication, using scheduled staff communications instead of lots of emails and no expectation that staff respond outside of their working hours.



Trained Mental Health First Aiders to support staff and a comprehensive Employee Assistance Programme that includes 24 hour support line, swift access to counselling and a wide range of advice and support via the Wisdom App.



# The exams team

The Examinations Officer is supported by a part-time Exams Assistant and an established and experienced team of invigilators. The SENDCO and SEND department support with access arrangements and SEND provision for internal and external examinations. The Deputy Headteacher linked to the Exams Department has several years' experience of the role. Our students sit GCSE, AS, A-Level and vocational public examinations throughout the year, including BTEC, Cambridge National and Cambridge Technical qualifications. The Exams Department lead on the end of year examinations and mock examinations as well as external examinations.

# Job Description

**Reporting to:** Deputy Headteacher

## **Purpose of the Job**

To manage and coordinate all aspects of internal and external examinations within the school, ensuring the smooth running of exam processes, compliance with awarding body regulations, and accurate and timely administration of exam entries, timetables, invigilation, results and post results services

## **Key Tasks and Responsibilities**

### **Examination Administration and Organisation**

- Liaise with Senior Leadership Team and Heads of Department regarding specifications taught across the school and examined courses at KS3, KS4 and KS5.
- Register students for courses.
- Prepare and submit exam estimates and final entries to awarding bodies in collaboration with Heads of Department.
- Manage re-sits and private entries by students.
- Use Bromcom (Management Information System) and awarding body websites for exams administration.
- Manage the examinations budget.
- Distribute and ensure the checking of statements of entry by Heads of Department.
- Distribute entry statements to candidates produced via Bromcom.
- Receive information and forms from awarding bodies, including confirmation of entries and warning notices.
- Prepare candidates for exam and results procedures.
- Process late entries, amendments, withdrawals.
- Issue any pre-release material.
- Liaise with SEN Department regarding students with Access Arrangements and make applications on-line if appropriate.
- Prepare and distribute to staff, students and parents/carers an examination timetable for public examinations and internal examinations.
- Ensure the preparation of coursework samples and assessed work by Heads of Department.
- Provide coursework samples and the return of assessment materials to awarding bodies and moderators.
- Prepare seating plans.
- Prepare candidates for exam and results procedures.
- Resolve exam clashes/overnight supervision.
- Process results issued by Electronic Data Interchange (EDI).
- Organise the distribution of examination results to students on exam results days in the summer.
- Co-ordinate and manage student and staff requests for post results services including,

scripts, clerical checks and reviews of marking

- Provide relevant information to parents/carers and students about examinations on the school website and other means.
- Respond to appropriate parental enquiries about examinations or direct queries to the relevant member of staff.
- Update and maintain examinations and other related policies.
- Respond to changes in procedure to examinations as required.

### **Compliance**

- Ensure staff and students are familiar with and understand awarding body and JCQ regulations.
- Receive, check and store examination materials securely in accordance with JCQ regulations.
- Ensure examination rooms are appropriate and conform with JCQ regulations including signage in and around examination venues.
- Manage any centre inspections from JCQ or awarding bodies and report and act on issues with the support of the Senior Leadership Team.
- Ensure internal quality assurance processes are followed regarding moderation/standardisation and the administration of exams.
- Report any incidents of malpractice or suspected malpractice to the Head of Centre (Headteacher).

### **Leading and working with staff**

- Lead and supervise a team of exam invigilators.
- Recruit additional members of the invigilation team as required.
- Provide appropriate training, support and guidance for the invigilators and other staff involved in public examinations.
- Liaise with the Site Team, Network Manager, Finance Office and Heads of Department as required.
- Communicate effectively and in a timely manner with all relevant stakeholders (students, staff and parents/carers) ensuring external deadlines are met.

### **Training and Support**

- Inform Heads of Departments and teaching staff of relevant training and feedback sessions provided by awarding bodies and other organisations.
- Keep informed about developments and changes in examinations.
- Attend relevant training, access support and develop partnerships with exams officers/managers in other schools including partnership schools.

### **General Duties**

- Comply with the school's policies and procedures
- Undertake any other duties that may reasonably be required of you
- Establish productive working relationships with students, acting as a role model and setting high expectations at all times of self and others



# Person Specification

Qualifications & Training	
Good general knowledge of English and Mathematics to GCSE level or equivalent	Essential
5 GCSEs or equivalent at grade C/4 or above	Essential
A Level or equivalent standard	Desirable
Experience	
Experience of working in examinations	Desirable
Experience of working in a school environment	Desirable
Skills, Knowledge and Aptitude	
Be able to communicate effectively and accurately in written and spoken English	Essential
High level of accuracy and attention to detail	Essential
Good communication and interpersonal skills when working with staff, students, parents and other stakeholders	Essential
Excellent administrative skills	Essential
Proven competency with Microsoft Office 365	Essential
Able to work independently with the minimum of supervision in terms of meeting standards and timescales	Essential
Professional manner, building and maintaining strong working relationships with staff, and stakeholders	Essential
Commitment to own Continuing Professional Development (CPD)	Essential
Excellent time management and personal organisational skills	Essential
Team worker capable of motivating others and developing solutions to problems with others	Essential
Personal qualities and attributes	
Be a positive role model	Essential
Calm, confident attitude	Essential
Energy and enthusiasm	
Be flexible and adaptable	Essential
Be able to cope with change, be flexible and handle uncertainty	Essential
Have an understanding of the needs of children and young people	Essential
Be willing to contribute to the wider life of the school	Essential
Able to work effectively with colleagues and form positive relationships	Essential
Professional in manner, actions and appearance	Essential
Be resilient	Essential
Be passionate about young people and their education	Essential
Have an excellent attendance and punctuality record	Essential
Have a capacity for hard work and a good sense of humour	Essential
Special requirements of the role	
Show a commitment to safeguarding and promoting the welfare of children and young people	Essential
Committed to equality and inclusion	Essential
Ability to keep confidentiality	Essential

# Explanatory Notes

## Application Procedure

1. Read carefully all the information about this post.
2. If you would like to arrange an informal chat about the position, please contact Helen Partridge [hpa@lpgs.bromley.sch.uk](mailto:hpa@lpgs.bromley.sch.uk)
3. Complete the application form as fully as possible. You must use the Trust application form. If there is insufficient room on any section of the form, please provide the additional information on a separate sheet.
4. In section 'details in support of your application' please tell us:
  - a. Why you are applying for this post.
  - b. How your experience, skills, training and/or qualifications equip you for this position and specifically how you meet the person specification and requirements of the job description.

Early applications are encouraged and we reserve the right to close the vacancy early if a suitable candidate is found.

## Appointment Process

1. Suitable applicants will be shortlisted for an interview.
2. If you are successful, you will receive either a letter, email or phone call inviting you to attend an interview. It is therefore important that you give us a daytime telephone number and email address.
3. Candidates called to an interview will:
  - a. Be given a tour of the school.
  - b. Have an opportunity to meet with members of the team.
  - c. Complete a task relevant to the role.
  - d. Have a formal interview with the Line Leader and a member of the Senior Leadership Team.

## Pre- Employment Checks

The successful applicant will be required to:

1. Provide details of two referees who know you in a professional capacity, one of whom must be your current or more recent employer, Headteacher or mentor at your placement if you are still training. It is our usual policy to take up references before interview where possible. Employment is conditional on these references being deemed satisfactory.
2. Provide proof of all relevant qualifications (GCSEs and A levels or equivalent), degree and teaching qualifications.
3. Provide proof of eligibility to work in the UK.

4. Undertake an Enhanced Disclosure and Barring Service check, and receive clearance. Please note that an enhanced check will reveal all criminal convictions on record, including those that might be considered 'spent'.
5. Complete a Health Declaration form and New Starter Health Assessment Questionnaire with our occupational health provider, Health Assured.

### **Conditions of Service**

Employment is subject to a number of pre-employment checking procedures – these are given above.

The job description may not necessarily be a comprehensive definition of the post and may be subject to modification or amendment at any time after consultation with the post holder.

### **Salary**

The salary will be in accordance with the National Joint Council for Local Government Services (NJC).

### **Pension Scheme**

Support staff, whether full or part time, will automatically be enrolled into the Local Government Pension Scheme unless they elect to opt out.

### **Policy on Equal Opportunities**

The Trust is an Equal Opportunities employer and appointments are based on the applicant's ability to meet the requirements of the position.

The Trust is opposed to any form of discrimination against any individual or group and welcomes the fact that our School includes a diversity of individuals from many races and cultures. Behaviour which is discriminatory on the grounds of race, colour, culture, nationality, gender, sexual orientation, disability, religion will not be tolerated.

The school is also committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.





# Langley Park School for Girls

Hawksbrook Lane  
South Eden Park Road  
Beckenham  
Kent  
BR3 3BE

*Enabling everyone to thrive - acting  
with kindness, determination and  
respect*



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