



**Exam Assistant**

**Stoke Damerel Community College / Scott  
Medical & Healthcare College**

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## Introduction

Thank you for your interest in the post of Exam Assistant at Stoke Damerel Community College and Scott College Campus.

This is a unique and exciting opportunity to join the campus and further contribute to the life chances of young people in the school and across the Trust.

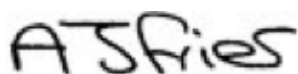
Stoke Damerel Community College and Scott College are proud members of the Greenshaw Learning Trust, a 'family' of like-minded schools, that collaborate to provide mutual support, share their good practice and learn from each other, whilst retaining and developing our own distinctive character.

The Trust is a vibrant and forward-thinking community of teachers, support staff and learners committed to educating the 'whole child' to improve life chances, whilst securing the best possible outcomes for students. We encourage all young people to work hard and make the most of the opportunities they are given. Our amazing team of teachers and support staff themselves demonstrate and encourage a lifelong love of learning, both within and beyond our curriculum.

The Greenshaw Learning Trust is a successful multi academy trust and currently comprises twenty-four schools: seven in South London, five in Berkshire, one in Surrey, eight in Gloucestershire and South Gloucestershire, and three in Plymouth. We are continuing to grow and have further schools joining us soon including a secondary school in Plymouth.

We are ambitious about diversity and inclusion and very much look forward to receiving applications from candidates whose personal qualities and values reflect those in the person specification and whose experiences also place them in a strong position to deliver the challenges set out in the job description. We encourage applications from candidates regardless of age, disability, gender identity, sexual orientation, pregnancy, marital status, religion, belief, or race.

The college websites provide a clear picture of our aspirations and our vision; however, please do not hesitate to contact us to seek further information – Email [info@sdcc.net](mailto:info@sdcc.net) or telephone 01752 556065. We very much look forward to receiving applications from candidates whose personal qualities, values and experiences support and reflect ours.



Anita Frier  
Headteacher  
Stoke Damerel Community College and Scott Medical and Healthcare College

## **Greenshaw Learning Trust – ‘Always Learning’**

The GLT is a successful multi academy trust that provides high quality comprehensive, non-selective and inclusive education. The Trust is committed to meeting the needs of every student and our schools offer a broad curriculum and wide range of special needs provision in a welcoming and challenging environment.

We are extremely proud of our success, but we are not complacent. We believe that we can – as an academy trust, as schools and as individuals – always improve. We are all ‘Always Learning’.

Each school in the GLT is led by its own leadership team and a governing body, which have the support of the wider Trust to help them achieve their objectives for their school. Being part of the Trust provides our schools with an effective structure, collaboration, and support. Our culture of trust and openness fosters mutual support and continual improvement.

School-to-school collaboration is enabled by regular contact between school leaders. Our shared services professionals provide a wide range of effective, rapid and flexible support, advice and guidance to our schools, including curriculum support, school improvement, staff training and development, admissions, attendance, behaviour, safeguarding and SEND, pupil services, estates, finance, HR, IT, catering, clerking, procurement and governance.

From its establishment as a multi academy trust in 2014, the Trust has grown significantly and currently employs around 2,700 people and educates over 16,750 students. We have approval to open a new secondary special school in South London and we are planning to grow further over the coming months and years. Further information about our schools can be found [here](#).

## **The Greenshaw Learning Trust Mission Statement**

*We are ambitious for our schools and their students. We believe that there is no ceiling on what can be achieved by anyone, regardless of their circumstances or background.*

*We are committed to providing a supportive and inclusive learning environment, giving every young person the opportunity to fulfil their potential now, and in the future.*

*We seek to realise the power of individuals and organisations working together in collaboration whilst retaining their individuality, and we recognise that we can always improve.*

## **Greenshaw Learning Trust Employee Benefits**

The GLT recognises that our employees are our most important asset, and we are aware that the quality and commitment of our employees is critical to our success. We offer all our employees the following staff benefits:

- A supportive ethos and concern for the well-being of all colleagues.
- Excellent CPD opportunities and career progression.
- Employer Contributions to Local Government or Teachers Pension Scheme.
- Cycle to work scheme.
- Gym membership scheme.
- Employee Assistance Programme.
- Eye Care Voucher scheme.
- Childcare Voucher Scheme
- Car Benefit Scheme
- My Health discounts



## Terms and Conditions

<b>Line Managed by:</b>	<b>Exams Manager</b>
<b>Line Management:</b>	N/A
<b>Contract:</b>	Permanent
<b>Salary:</b>	Salary calculated in line with NJC Grade B pay scale, points 3 – 4 <b>£20812 - £21,289 per annum. Actual salary £12,423 - £12,648</b>
<b>Hours of Work:</b>	1000 hours per year. Work during the A-Level and GCSE result days in non-negotiable
<b>Place of Work:</b>	This successful candidate will be based at Stoke Damerel Community College Campus
<b>Medical Examination:</b>	The appointment is subject to a satisfactory medical report.
<b>Superannuation:</b>	Under the Social Security Act 1986 the post holder has the right to make their own pension arrangements. They may choose to contribute to the Local Government Pension Scheme or a Personal Pension Scheme. Details of the Local Government Pension Scheme are available at: <a href="https://www.lgpsmember.org">https://www.lgpsmember.org</a>
<b>Holiday Entitlement:</b>	The annual holiday entitlement is 23 days plus 2 extra-statutory days.
<b>Probation Period:</b>	New employees are required to complete a six-month probationary period.
<b>Disclosure &amp; Barring Service Check:</b>	This appointment is subject to the receipt of a satisfactory enhanced Disclosure and Barring Service check.
<b>Right to Work Check:</b>	This appointment is subject to verification of the right to work in the UK. Where the successful candidate has worked or been resident overseas in the last five years, such checks and confirmations may be required in accordance with the statutory guidance.

## **Job Description – Exam Assistant**

### **Main purpose of the role**

To support the smooth running of all the public and internal exams. To be able to work well under pressure in a very busy environment and be reliable, self-motivated and flexible with your working hours in order to accommodate some early starts and late finishes during the exams sessions.

At times the position is quite physically demanding, involving handling heavy boxes, unpacking packets of scripts and making up exam bags. Work during the A-level & GCSE result days is non-negotiable.

### **MAIN DUTIES AND RESPONSIBILITIES**

- To provide administrative support to the Exams Officer with all external and internal examinations
- To support the Exams Department in ensuring that the College is compliant with the JCQ regulations and awarding body requirements in order to ensure the security and integrity of the examinations and assessments at all times
- To liaise with invigilators regarding availability
- To undertake data inputting, including preparing registers for school exams, booking rooms and study areas as required
- To set up exams rooms and ensure they are equipped with stationary boxes
- To unpack and log scripts as required
- To collate certificates
- To invigilate internal and public exams
- To carry out any such duties as may be reasonably requested

### **Trust Standards**

- Act at all times in accordance with appropriate legislation and regulations, codes of practice, the provisions of the Trust's Code of Practice and its policies and procedures.
- Work within the requirements of the Trust's Health and Safety policy, performance standards, safe systems of work and procedures.
- Undertake all duties with due regard to the Trust's equalities policy and relevant legislation

The job description will be reviewed regularly and may be subject to change.

### **Standards**

Work within the requirements of the Trust's Health and Safety Policy, Keeping Children Safe in Education, performance standards, safe systems of work and procedures.

Undertake all duties with due regard to the Trust's Equalities policy and relevant legislation

### **Personal Development**

Participate in a programme of CPD

This job description is not exhaustive and serves only to highlight the main requirements of the post holder. The line manager may stipulate other reasonable requirements. The job description will be reviewed regularly and may be subject to change.

## Person specification

The successful candidate will meet the following person specification. Please note that the listed criteria will form the basis of the selection process. Applicants should address all elements of the Person Specification, demonstrating experience and where appropriate citing supporting examples within their application.

Criteria	Essential	Desirable
<b>Training, Qualifications and Experience:</b> In their application, candidates will demonstrate that they have the following training, qualifications, and school experience:		
	<ul style="list-style-type: none"> <li>• Strong academic record, including English and Maths GCSE at Grade C or equivalent</li> <li>• Excellent IT skills, including knowledge of Google Workspace or Microsoft Office</li> </ul>	<ul style="list-style-type: none"> <li>• Previous experience working in a school environment</li> <li>• Exam / Invigilation experience</li> <li>• Understanding of relevant policies/codes of practice and awareness of relevant legislation</li> </ul>
Criteria	Essential	Desirable
<b>Personal and Professional Qualities and Attributes:</b> In their statement of suitability and during the selection process, candidates will demonstrate the ability to:		
	<ul style="list-style-type: none"> <li>• Ability to work in a team and as an individual</li> <li>• Good verbal and written communication skills</li> <li>• Good level of computer literacy with the ability/potential to analyse and use data</li> <li>• Ability to organise work, prioritise tasks and manage time effectively</li> <li>• Ability to maintain confidentiality at all times</li> <li>• Commitment to participate in development and training opportunities</li> <li>• Ability to be flexible and supportive to colleagues</li> <li>• Resilience, tact and diplomacy, even when under pressure</li> <li>• Be personable and set a good example to colleagues and students</li> <li>• Ability to work to strict deadlines</li> <li>• Good problem-solving skills</li> <li>• Accustomed to working collaboratively within a busy office environment</li> <li>• Flexible with working hours</li> <li>• Excellent attention to detail</li> <li>• High levels of personal presentation</li> <li>• Highly flexible, ability to multi-task and determination to overcome barriers</li> </ul>	

## The Recruitment Process

### 1. Application

To apply for a staff vacancy, please register for an online account to complete the application form. Please visit our website [www.greenshawlearningtrust.co.uk/join-us/staff-vacancies](http://www.greenshawlearningtrust.co.uk/join-us/staff-vacancies). The recruitment process is managed via your online account and you will receive regular notifications regarding the progress of your application.

The completed online application form should be accompanied by a personal statement of suitability of no more than 2 sides of A4. In the application form and personal statement, you should demonstrate how you meet the requirements set out in the Person Specification. Please include specific examples which support your application.

Applications must be received no later than **midnight on Monday 5<sup>th</sup> June 2023**. Applications received after this date and time will not be considered.

### 2. Shortlisting

Shortlisted applicants will be invited by telephone or email to attend an interview. Please make sure you have indicated clearly day and evening telephone numbers on which you can be reached. References will be taken up after shortlisting.

### 3. Interview Process

Interview date is to be confirmed. Applicants will also be asked to undertake a practical test related to the knowledge and abilities in the Person Specification.

### 4. Feedback

Unsuccessful shortlisted applicants will have the opportunity for professional feedback during the week following the interviews.

### 5. Taking up post

The successful applicant will take up the post from 1st September 2023.

### 6. Additional information

For further information, please contact the Plymouth HR team via email: [hr@sdcc.net](mailto:hr@sdcc.net)

### 7. Safeguarding

Greenshaw Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expect staff and volunteers to share this commitment. The successful applicant will be subject to an Enhanced DBS and barred list check.