

### Job Description

<b>Job Title:</b>	Assistant Exams Officer
<b>Department:</b>	Academic Administration
<b>Accountable to:</b>	Exams Officer
<b>Job Grade:</b>	6
<b>Number of direct reports:</b>	0
<b>Budgetary responsibility:</b>	N/A
<b>Location:</b>	Stowe School
<b>Purpose of the role:</b>	To support the work of the Exams Officer in the organisation and delivery of the internal and external exams, cover and invigilation and any other administrative tasks as needed. This will include taking the lead in the organisation and administration of internal exams, as well as assisting the Exams Officer the external exam entries process, the exams themselves, the dissemination of results and requests for post results services, all in accordance with the relevant examining bodies' regulations and guidelines.

#### The Stowe Group

The Stowe Group of schools (Stowe, Ashfold, Swanbourne House and Winchester House) is situated on four separate sites in Buckinghamshire and Northamptonshire and educates children from 3-18 years. Within The Stowe Group there are more than 1,800 pupils and 800 members of staff. The schools occupy sites of historical significance in Swanbourne, Dorton, Brackley and the world-famous landscape gardens at Stowe, where we work with The National Trust to manage 880 acres and open the grounds to over 200,000 visitors a year. Stowe House is open to the public during the School holidays and for guided tours during term time. The Stowe Group is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. In 2021, The Stowe Group launched its transformational Change Makers vision and Change 100 programme.

#### Vision & Ethos

We are Change Makers

Stowe stands in the most sublime setting of any school in the world. Historic buildings, landscaped gardens and the very spirit of the Enlightenment sit at the heart of its founding. But, as this remarkable landmark enters its second century as a leading public school, we believe that beauty and tradition are not enough: our future vision for the School embraces change, uncertainty and the challenges that will face our pupils not just during their academic careers, but throughout the rest of their lives in a world which is increasingly complex and ambiguous. Within that volatile environment we see our pupils and staff as Change Makers. They will make a lasting impact not only while they are here at Stowe, but, perhaps more importantly, in the wider world. The history of this place, both as a stately home and as a pioneering school remains important to our mission of education, and at the heart of a Stowe education remains intellectual enquiry, academic curiosity and a love of learning. We strive for a balance of rights and responsibilities, equality and inclusion and to treat each pupil and member of staff as an individual. Our vision is inspired by a history of progressive thinking, and has been developed through collaboration with our pupils, parents, teachers, support staff, governors and alumni. Yes, we teach pupils how to excel in

exams, but we also teach them how to collaborate, how to solve problems and how to think critically. Stowe is educating a generation of Change Makers ready to transform the world.

The Group's talented and committed workforce is one of our greatest strengths. We are committed to fostering team engagement, attracting, mentoring, developing and retaining our best teachers and support staff. We focus on employee wellbeing, provide opportunities for professional growth and we create a culture of community and partnership.

#### **The Department:**

Academic Administration is the term for those staff working under the direction of the Deputy Head Academic to ensure the smooth running of the academic lessons and exams at Stowe. The team for 2026-2027 will consist of the Exams Officer, the Assistant Exams Officer, the Exams Assistant, the Cover & Invigilation Coordinator, the Timetable Coordinator, and the PA to the Deputy Head Academic.

#### **Key Tasks:**

- To take the lead in the organisation and administration of internal examinations within the School under the direction of the Exams Officer.
- To assist the Exams Officer with the administration and updating of the relevant elements of StoweNet relating to exams
- To assist the Exams Officer with the organisation, administration and delivery of internal examinations within the School.
- To undertake any other administrative tasks as requested by the Exams Officer.

To assist the Exams Officer in other aspects of academic administration as required

#### **1 External Exams**

- To assist the Exams Officer with the organisation, administration and delivery of internal examinations within the School, ensuring that all the correct security arrangements are undertaken and that the examining bodies' regulations and timetables are complied with at all times.
- To assist the Exams Officer with liaison with awarding bodies and JCQ personnel in all aspects of external examinations.
- To assist the Exams Officer with the organisation and administration of all elements relating to the preparation for Public Exams.
- To assist the Exams Officer with the management of the Oxbridge or other university Admissions entries and tests.
- To assist the Exams Officer in informing HODs and tutors of relevant information, provide deadlines to the HODs for entries and collates these entries, liaising with HODs to ensure they are correct.
- To assist the Exams Officer with organising the issuing of timetables to all pupils and their parents.
- To assist the Exams Officer with booking rooms as required; liaising with House-staff for the setting up of said rooms and to ensure that the rooms are correctly set as per JCQ regulations.
- To assist the Exams Officer with providing access to all the relevant regulatory documentation to students (including Warnings to Candidates and Appeals Processes).
- To assist the Exams Officer with the monitoring, recording and secure storage of examination papers, in accordance with the JCQ regulations.

- To assist the Exams Officer with producing and issuing school wide examinations timetables ensuring they are issued in accordance with the boards' set dates and to the standard required by the school, noting access arrangements and clash supervisions in accordance with the JCQ regulations.
- To assist the Exams Officer in the recruitment and training of external invigilators as required.
- To assist the Exams Officer with issuing the pre-release and examination materials to HODs, ensuring that the relevant security measures are in place to maintain the integrity of the papers/files.
- To assist the Exams Officer with ensuring examinations are supervised in accordance with the exams regulations and deal with any irregularities within the JCQ regulations.
- To assist the Exams Officer with checking, packaging and dispatching controlled assessment/coursework/examination papers via the relevant method of despatch.
- To assist the Exams Officer with matters relating to Special Consideration applications including liaising with Medical Personnel (internal and external), Housemasters, parents and pupils.
- To assist the Exams Officer with organising the provision of alternative arrangements in the case of illness e.g. sitting of exams in the Medical Centre.
- To assist the Exams Officer with organising overnight clash supervision for pupils as required.
- To assist the Exams Officer with administering the issuing of results when and however appropriate, within the guidelines of the JCQ and the School, liaising with the Head of IT.
- To assist the Exams Officer with the organisation and administration of the Post Results Service.
- To assist the Exams Officer with the organisation and administration of the issuing of Examination Certificates as per the School guidelines.
- To assist the Exams Officer with the organisation and administration of the Department of Education data corrections.
- To assist the Exams Officer with any appeals.
- To assist the Exams Officer in ensuring adherence to statutory Head and Safety and Data protection legislation at all times.

## **2 Internal Exams**

- To organise and administer arrangements for Internal Exams.
- To keep internal exams under review and alert the Exams Officer to areas where issues of policy arise
- To liaise with HODs to discover what is needed for each department including special requirements.
- To liaise with Skills Departments and the Exams Assistant over the examination and invigilation requirements of pupils with SEND needs.
- To administer the production and publication of the internal examinations timetable, liaising with the Deputy Head Academic, the Exams Officer, the Cover & Invigilation Coordinator and HoDs.

- To ensure that invigilators and pupils abide by established codes of behaviour within examinations.
- To arrange any room changes made necessary for ordinary teaching during internal exams.
- To liaise with the Deputy Head Academic and the Exams Officer regarding dates of forthcoming internal examinations.

**Person Specification:** The selection of candidates for short-listing will be based on this specification and candidates should bear this in mind when preparing their application and completing the application form

Attributes	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> <li>• GCSEs</li> </ul>	<ul style="list-style-type: none"> <li>• Honours degree</li> <li>• Formal IT qualification</li> </ul>
Specialist Skills and Experience	<ul style="list-style-type: none"> <li>• Proficiency with Excel and Word and other IT packages</li> <li>• Experience of managing database systems</li> <li>• Strong secretarial and communication skills</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of supervising large groups of school children</li> <li>• Previous School experience</li> <li>• Knowledge of the exam system</li> </ul>
Personal Qualities	<ul style="list-style-type: none"> <li>• Ability to work to strict deadlines</li> <li>• Ability to prioritise workload</li> <li>• Ability to pay close attention to detail and work accurately</li> <li>• Ability to be flexible with time-keeping because of the peaks and troughs of the position</li> <li>• Discretion</li> <li>• A willingness to take on responsibility</li> </ul>	<ul style="list-style-type: none"> <li>• Calm, well organised and patient demeanour</li> </ul>

This job description and Person Specification reflects the present requirements of the post and as duties and responsibilities change/develop, the job description will be reviewed and be subject to amendment in consultation with the post holder

**Date Agreed: June 2026**

**Our Values**



**Value scales:**

This value is the least important to the role	This value has some significance to the role	This value is desirable to the role but not essential	This value is important to the role	This value is essential to the role
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>

In the role of Assistant Exams Officer we are looking for Change Makers who are (please highlight as appropriate):

<b>Professional:</b>	1	2	3	4	5
<b>Creative Problem Solvers:</b>	1	2	3	4	5
<b>Kind:</b>	1	2	3	4	5
<b>Flexible:</b>	1	2	3	4	5
<b>Collaborative:</b>	1	2	3	4	5
<b>Communicator:</b>	1	2	3	4	5