

Independent Day School for girls 4 - 16 years
Day Nursery & Pre-School for girls & boys from 6 months

Abbot's Hill 



Examinations and Data Officer
Required for September 2024

Our Heritage

We trace our roots back to 1912 when Abbot's Hill was founded on the present site by Alice, Katrine and Mary Baird, advocates of education for girls. The Baird sisters ran a school in the Malverns and in May 1912 they opened Abbot's Hill as an independent boarding school for 'young women of character'.

The School's Main Building was originally built in 1836 by the paper manufacturer, John Dickinson, as a home for him and his family and he named it Abbot's Hill. The Dickinson family founded one of the world's largest stationery firms of the 19th and 20th centuries.

On John Dickinson's death in 1869, Abbot's Hill passed to his only surviving son John and then in 1908 to Sir Arthur Evans. Arthur Evans, the Archaeologist and discoverer of Knossos, was John Dickinson's great-grandson and had spent part of his childhood at Abbot's Hill. He did not however return to live there but arranged for it to be sold to the Baird sisters.

Over the years, the school has developed and grown in a variety of ways, but the key milestones in its history were in 1969, when St Nicholas House School moved to the Abbot's Hill site to form the Junior Department and in 2003, when boarding ceased. However, Abbot's Hill retains its boarding feel, which is to be seen in the emphasis given to co-curricular pursuits, the intrinsic importance of pastoral care and the school's strong sense of community.

The School

Founded over 100 years ago to educate young women of character, Abbot's Hill School places great value on the development of the individual.

We are ambitious for all our pupils and they excel here. We value their voices and embrace our diverse community. As we empower them, so they empower each other and, in so doing, develop a deep sense of responsibility for their community at school, locally and in the wider world.

Children and young people will thrive best where they have a strong connection to their school and more particularly the adults who teach them. We are so proud of the quality of relationships here. The experienced professionals at Abbot's Hill take seriously their responsibility to positively shape the lives of the young people in their care. Our aim is that each individual will discover their own brilliance.

So it is that pupils at Abbot's Hill embark on a series of journeys during their time with us. The first journey, the academic journey through our well-planned and sequenced curriculum, will enrich, excite and stimulate their minds. Knowledgeable, discerning and well-informed, our pupils will be inquisitive, enquiring learners who love to learn both now and throughout their lives.

The second journey through school is the development of the values and attributes that will stand them in good stead as adults both personally and professionally. A clear set of values therefore shapes our interactions as a community and underpins our code of conduct. This unequivocal moral guidance prepares pupils to positively challenge bias and navigate with confidence the world we live in.

The third journey, the journey where we work most closely with parents, is the development of character. The attributes of collaboration, critical thinking, creativity, and communication are consciously developed and embedded through rich and varied curricular and co-curricular opportunities and so the pupils become self-aware and self-confident.

In the modern world today where the pace of change is rapid an Abbot's Hill education has tremendous relevance. Kindness, humanity and resilience will be the defining characteristics of this generation and these qualities resonate through our school.

Mrs Kathryn Gorman BA, MEd (Cantab)

Head



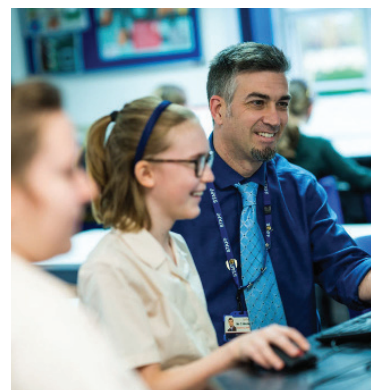
Looking to the Future

Our Mission

To foster a community in which all individuals are happy and inspired to live purposeful and fulfilling lives, while remaining true to our founding values of strength and character.

Our Vision

A first choice school with outstanding environments in which to work, learn and play. We embrace diversity and provide an education fit for the modern world by challenging everyone in our community to be confident in who they are, develop strength of character and to become active, compassionate citizens who make significant and lasting contributions to others throughout their lives.



The Role

All aspects of the Public Examination process in the school, administering examinations in accordance with the regulatory conditions established by the JCQ and the appropriate Examination Board.

Academic data management as required including:

- Internal baseline assessments across the Prep & Senior School.
- Arrangements for Year 11 mock examinations.
- Arrangements for end of year examinations in the Senior School.

Senior School admissions data (as required by the Head of Marketing and Admissions)

Key Relationships:

Head of Senior School

Head of Marketing and Admissions

Head of Year 7 and Transition

SENDCo

Heads of Department

Parents

Pupils

Database Manager

Working Pattern:

Part time (0.6 - 0.8 over 4 days. 0.8 over 5 days would be considered). Term Time + 4 weeks.

Up to 2 of the floating weeks must be used during the week of and week following GCSE results day in August each year. The remaining hours must be used during the main GCSE examinations series (May-June) and mock series (December-January) to ensure a full-time presence on each day of a GCSE examination and hours would be flexed accordingly. The exact days will vary each year.

Job Purpose:

To ensure all JCQ regulations are adhered to and to inform the Head (As Head of Centre) of any malpractice or contravention of the regulations.

To enable the smooth running of all assessments within the School.

Key Responsibilities:

- To ensure the school is compliant with JCQ regulations and that the Examinations Office is inspection ready.
- To respond in a timely manner and with tact and sensitivity to queries from pupils, staff and parents, regarding assessments and examinations;
- To ensure that pupils' needs regarding assessments and examinations are met, including ensuring they and their parents are well informed about all examination arrangements and regulations;
- To keep all relevant staff effectively informed regarding all assessment and examination requirements;
- To manage Special Consideration cases with the Acting Head of Senior School
- To liaise with Examination Boards and JCQ as required, ensuring they receive all relevant information on time.

Administrative Responsibilities:

- To administer the Examinations Budget in close consultation with the Acting Head of Senior School, ensuring the Examinations Office is adequately resourced.
- To undertake general financial administration, e.g. processing of orders and invoices as required.

Examinations

Readiness and compliance

- Gather and keep an up-to-date record of qualifications to be taught and examinations to be entered.
- Be up to date with all annual changes to legislation and documentation from JCQ and the individual awarding bodies
- Ensure all paperwork is in place and examination paper handling and storage procedures are followed to maintain the integrity of the examinations.
- Employ, train and manage a team of invigilators: create and maintain an invigilator handbook.
- Review and update the Examination policies annually.
- To process all examination entries for public examinations, 11+ entrance examinations and ad hoc entrance examinations.
- Support the ISI (Independent School Inspectorate) inspection process, the ISC and DfE data collection for the January census.
- Disseminate relevant JCQ information to teachers, pupils, parents, particularly regarding NEA (non-examined assessment).
- Liaise with HoDs regarding dates for NEA submissions, the sharing of grading of NEAs and appeals dates and the sending of work to moderators.
- Prepare oral examination administration, organise locations and liaise with MFL teachers.
- Brief students on examination procedures, timetables and deadlines and appropriate conduct and produce the Examinations Booklet for staff, students and parents.
- In consultation with SLT and the Calendar Committee, update the School Calendar with examination dates for public and internal examination dates and deadlines.
- Identify all clashes and make appropriate provision for students.
- Liaise with Technology Support and Estates regarding laptops and room set up for examination sessions. Complete room bookings and technology requests in a timely fashion.
- Manage candidate numbers and registers in examination rooms, informing SLT of any absent candidates.
- With the SENDCo, adopt a proportionate approach to Access Arrangements and manage applications and necessary paperwork, ensuring creative and cost-effective solutions to meet pupils' needs.

Post-examinations (public)

- To collect, count, check and package completed scripts and store safely for collection by Parcel Force.
- Apply for special consideration (e.g. in case of illness, injury etc.)
- Receive results, create the comparison spreadsheet, and prepare results for GCSE results day collection.
- Deal with Enquiries About Results (EARs) including from alumni and Access to Scripts requests from HoDs/SLT.
- Handle all billing relating to public examinations with the Finance department.
- Receive GCSE certificates and support the Acting Head of the Senior School to organise the GCSE Presentation Evening.
- Analyse and prepare examination summaries for the website (ISI Part 1) and the annual Examinations Report to Governors (public exams).

End of Year and mock examinations (internal)

- Train teachers regarding mock examination invigilation requirements.
- To arrange for Year 10 end-of-year and Year 11 mock examinations, including the creation of candidate numbers, room timetabling and resourcing, staffing and access arrangements.
- To arrange for the KS3 end-of-year examinations, including room timetabling and resourcing, staffing and access arrangements.

Tracking

- Update SchoolBase when reports and data drops are completed;
- Extract information from SchoolBase into the relevant Team for departmental scrutiny;
- Update online academic tracking data records;
- To collect, analyse and maintain pupil progress data including (for Years 10 and 11) predicted grades and value-added (VA) data.

Academic Assessment Tests (GL and ISEB)

- Administer and register the cohort;
- Organise sessions – times, rooming, staffing and groups;
- Oversee tests and arrange invigilation with the Head of Marketing and Admissions, the HoY and Learning Support Department as required;
- Upload information into SchoolBase when received;
- Mop up new pupils as they start the school.

General Responsibilities:

- To ensure that line managers or senior management are made aware and kept fully informed of any concerns in relation to safeguarding and/or child protection
- To be fully aware and understand the duties and responsibilities pertaining to child protection and safeguarding children and young people
- To be aware of the principles of safeguarding as they apply to vulnerable children
- To comply with school's health and safety policy at all times and to take responsibility for own and others Health and Safety; ensuring issues are raised or reported as required to SLT or Health and Safety representatives
- Be aware of and support difference and ensure equal opportunities for all
- To play a full part in the life of the school community, to support its ethos and to encourage students, staff and colleagues to do the same
- To engage actively with the personal and professional development process and take responsibility for own development
- To undertake any other administrative duties in the school if directed and to comply with any reasonable request from SLT to undertake work of a similar level.
- To comply with Abbot's Hill School's operating policies and procedures as issued from time to time
- To positively contribute to the performance management process and to the job holder's own personal development
- To carry out any other duties that might reasonably be required from time to time according to the needs of the school.

Person specification:

Qualifications, experience and knowledge

- Mandatory: Excellent qualifications and skills
- Highly desirable: Higher Level Business/Administration qualification or Teaching qualification
- Highly desirable: Experience of working in a busy school, office or administrative environment
- Knowledge of the public examinations process in schools (training will be provided)

Competencies & Skills

- Proficient with the 365 suite and knowledge of school Management Information Systems is desirable (we use SchoolBase)
- Excellent oral and written communication skills;

- Excellent organisational and administrative skills;
- Evidence of the ability to work to high standards of accuracy, including the ability to analyse and work methodically, with a meticulous eye for detail;
- Evidence of ability to work under pressure and to meet tight deadlines;
- Good presentational skills;
- Good interpersonal skills.

Personal attributes

- The ability to work effectively in a team with a range of styles and personalities.
- Honesty, integrity and reliability in the handling of sensitive and confidential documents and information.
- Highly organised with good time-management skills.
- Confidence and assertiveness in dealing with staff and students at all levels; especially when carrying out examination invigilation.
- Willingness and ability to work flexibly at peak times (e.g. some evenings).
- Ability to show resilience under pressure.
- An excellent record of attendance and punctuality.



The Benefits

Abbot's Hill is a caring employer and is fully committed to the development of its staff. The school prides itself on the welcoming and inclusive staff community. The gross annual salary will be competitive and will be commensurate with the experience of the successful candidate.

Benefits:

- Comprehensive professional development opportunities
- An employee discount platform and EAP
- Pension Scheme
- A private health cash plan scheme, after a qualifying period
- Tuition fee remission
- Breakfast, lunch and beverages provided during term time
- Free staff social events
- Free parking

Application and Recruitment Process

Abbot's Hill is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

Abbot's Hill recruits staff that understand and share our commitment to safeguarding and the provision of a happy, nurturing and supportive environment for all members of our community. We act to ensure that no job applicant is treated unfairly by reason of a protected characteristic as defined within the Equalities Act 2010.

All questions regarding the Abbot's Hill School Application Form and recruitment process must be directed to the school's Human Resources Department at recruitment@abbotshill.herts.sch.uk.

Interviews will be arranged as applications are received and we reserve the right to appoint at any stage of the process.

Application Form

Applications will only be accepted from candidates completing the Abbot's Hill School Application Form in full. CVs will not be accepted in substitution for completed Application Forms.

Application Forms can be completed electronically or in hard copy. Completed application forms should be returned to the HR Department by email: recruitment@abbotshill.herts.sch.uk.

As jobs within the school involve substantial opportunity for access to children, it is important that you provide true and accurate information on the Application Form. Upfront disclosure of a criminal record may not debar you from appointment as we will consider the nature of the offence, how long ago and at what age it was committed, as well as any other relevant factors.

Please submit information in confidence enclosing details in a separate sealed envelope which will be seen and then destroyed by the Head or the Bursar. If you would like to discuss this beforehand, please telephone in confidence to the Head or the Bursar for advice. Please disclose any unspent convictions, cautions, reprimands or warnings.

Note that the amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers, and cannot be taken into account.

Guidance and criteria on the filtering of these cautions and convictions can be found at the Disclosure and Barring Service website.

The successful applicant will be required to complete a Disclosure Form from the Disclosure and Barring Service (DBS) for the post. Additionally, successful applicants should be aware that they are required to notify the school immediately if there are any reasons why they should not be working with children. This includes any staff who are disqualified from childcare or registration.

The Childcare (Disqualification) Regulations 2009 apply to those providing early years childcare or later years childcare, including before school and after school clubs, to children who have not attained the age of 8 and to those who are directly concerned in the management of that childcare.

Abbot's Hill School takes its responsibility to safeguard children very seriously and any staff member and/or successful candidate who is aware of anything that may affect their suitability to work with children must notify the school immediately. This will include notification of any convictions, cautions, court orders, reprimands or warnings they may receive. They must also notify the school immediately if they are living in a household where anyone lives or works who has been disqualified from working with children or from registration for the provision of childcare.

Staff and/or successful candidates who are disqualified from childcare or registration may apply to Ofsted for a waiver of disqualification. Such individuals may not be employed in the areas from which they are disqualified, or involved in the management of those settings, unless and until such waiver is confirmed. Please speak to the Head or the Bursar for more details.

Failure to declare any convictions (that are not subject to DBS filtering) may disqualify you for appointment or result in summary dismissal if the discrepancy comes to light subsequently.

Abbot's Hill has a legal duty under section 26 of the Counter-Terrorism and Security Act 2015 to have 'due regard to the need to prevent people from being drawn into terrorism'. This is known as the Prevent duty. Schools are required to assess the risk of children being drawn into terrorism, including support for extremist ideas that are part of terrorist ideology. Accordingly, as part of the recruitment process, when an offer is made the offer will be subject to a Prevent duty risk assessment.

If you are currently working with children, on either a paid or voluntary basis, your current employer will be asked about disciplinary offences, including disciplinary offences relating to children or young persons (whether the disciplinary sanction is current or time expired), and whether you have been the subject of any child protection allegations or concerns and if so the outcome of any enquiry or disciplinary procedure.

If you are not currently working with children but have done so in the past, that previous employer will be asked about those issues.

Where neither your current nor previous employment has involved working with children, your current employer will still be asked about your suitability to work with children. Where you have no previous employment history, we may request character references which may include references from your school or university.

You should be aware that provision of false information is an offence and could result in the application being rejected or summary dismissal if you have been appointed, and a possible referral to the police and/or DBS.

Applicants will be short-listed according to the relevance and applicability of their professional attributes and personal qualities to the role. Short-listed applicants will then be invited to attend a formal interview at which their relevant skills and experience will be discussed in more detail.

All formal interviews will have a panel of at least two people chaired by a member of Senior Staff. The interviewers involved will be required to state any prior personal relationship or knowledge of any of the candidates and a judgement will be made by the Head or Bursar as to whether or not an interviewer should therefore withdraw from the panel.

Should the Head or Bursar have a conflict of interest, the non-conflicted party shall decide whether the conflicted party should withdraw from the panel.

All candidates invited to interview must bring documents confirming any educational and professional qualifications that are necessary or relevant for the post (e.g. the original or certified copy of certificates, diplomas etc.)

Where originals or certified copies are not available for the successful candidate, written confirmation of the relevant qualifications must be obtained by you from the awarding body.

All candidates invited to interview must also bring with them:

- A passport, current driving licence including a photograph or a full birth certificate;
- A utility bill or financial statement issued within the last three months showing the candidate's current name and address;
- Where appropriate any documentation evidencing a change of name;
- Overseas candidates must provide evidence of their right to work and reside in the UK in line with current government guidelines

Please note that originals of the above are necessary. Photocopies or certified copies are not sufficient. Candidates with a disability who are invited to interview should inform the school of any necessary reasonable adjustments or arrangements to assist them in attending the interview.

Conditional Offer of Appointment: Pre-Appointment Checks

Any offer to a successful candidate will be conditional upon:

1. Receipt of at least two satisfactory references;
2. Verification of identity and qualifications including, where appropriate, evidence of the right to work in the UK;
3. A satisfactory enhanced DBS check and if appropriate, a check of the Barred List maintained by the DBS;

4. For a candidate to be employed as a teacher, a check that the candidate is not subject to a prohibition order issued by the Secretary of State;

5. Teaching candidates who have lived or worked outside the UK will be required to provide proof of their past conduct as a teacher;

6. Verification of professional qualifications;

7. Verification of successful completion of a statutory induction period (for teaching posts - applies to those who obtained QTS after 7 May 1999) where relevant;

8. Where the successful candidate has worked or been resident overseas within the last ten years, such checks and confirmations as the school may consider appropriate so that any relevant events that occurred outside the UK can be considered;

9. Satisfactory medical fitness;

10. Receipt of a signed Staff Suitability Declaration form showing that you are not disqualified from providing childcare under the Childcare (Disqualification) Regulations 2009;

11. If you are undertaking a leadership role, evidence that you have not been prohibited from participating in the management of independent schools.

It is the school's practice that a successful candidate must complete a pre-employment health questionnaire. The information contained in the questionnaire will then be held by the school in strictest confidence. This information will be reviewed against the Job Description and the Person Specification for the particular role, together with details of any other physical or mental requirements of the role i.e. proposed workload, co-curricular activities, layout of the school.

Abbot's Hill School is aware of its duties under the Equality Act 2010.

No job offer will be withdrawn without first consulting with the applicant, considering medical evidence and considering reasonable adjustments.

References

We will seek the references referred to above for shortlisted candidates and may approach previous employers for information to verify particular experience or qualifications, before interview.

If you do not wish us to take up references in advance of the interview, please notify us at the time of submitting your application.

All referees will be asked if the candidate is suitable to work with children.

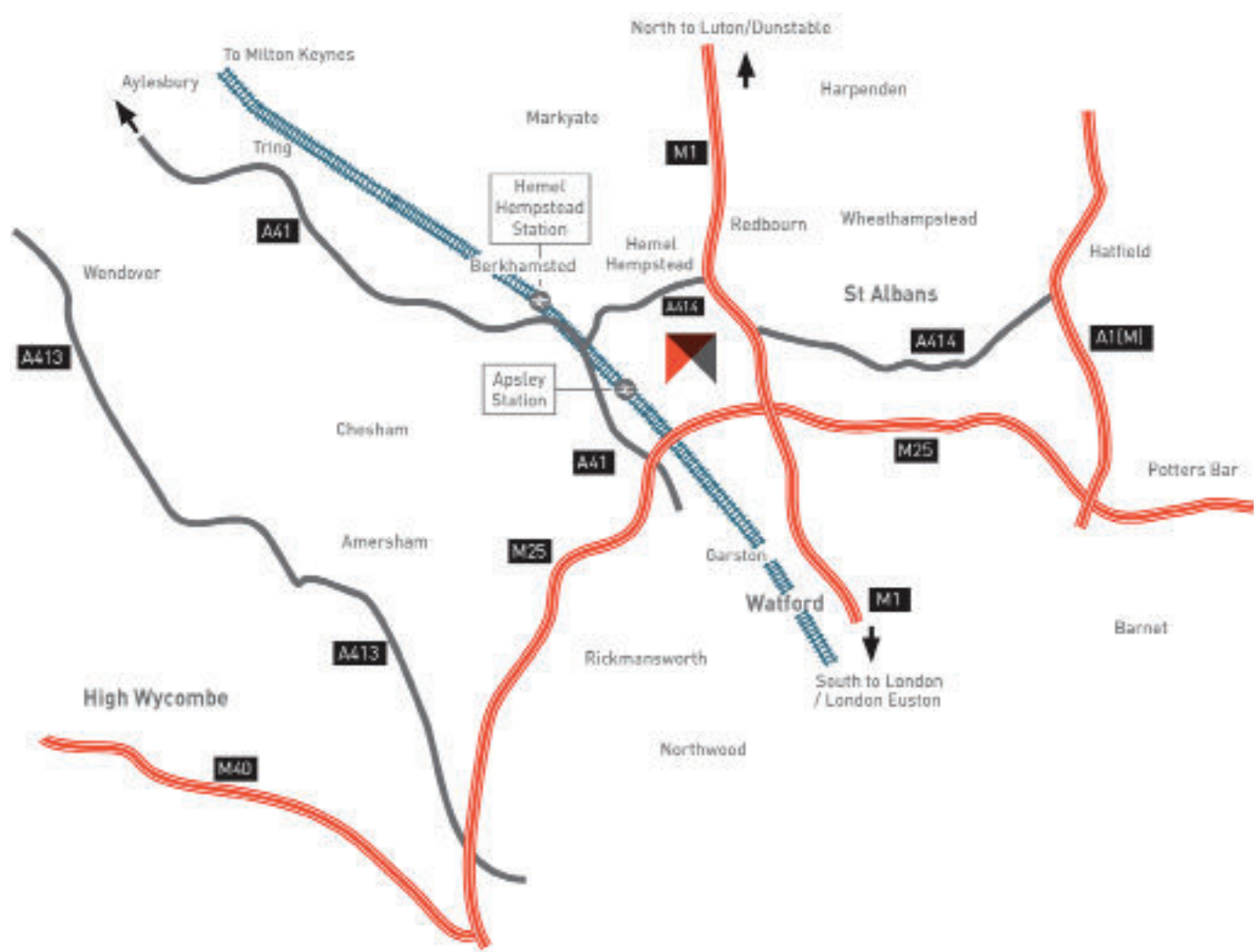
The school will compare any information provided by the referee with that provided by the candidate on the application form. Any inconsistencies will be discussed with the candidate.

The school will refer to the Department for Education document, 'Keeping Children Safe in Education' and any amended version in carrying out the necessary required DBS checks. The school complies with the provisions of the DBS Code of Practice, a copy of which may be obtained on request.

Criminal Records Policy

The school will comply with its obligations regarding the retention and security of records in accordance with the DBS Code of Practice and its obligations under its Data Protection Policy.





*Abbot's Hill School is committed to safeguarding and promoting the welfare of children and young people.
The post is subject to pre-employment checks including an enhanced DBS and satisfactory references.
Registered Charity 311053.*

*The school's Privacy Notice can be viewed online at:
<http://bit.ly/AHSPrivacyNotice>
or via our website.*

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