

THORNTON

## EXAMINATIONS OFFICER & DATA ASSISTANT JOB DESCRIPTION



THORNTON COLLEGE, CONVENT OF JESUS AND MARY, COLLEGE LANE, THORNTON, BUCKINGHAMSHIRE,  
MK17 0HJ

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### **Thornton College**

Thornton College is a leading independent Catholic day and boarding school for girls. It is one of the most successful non-selective schools in the UK and offers a warm and nurturing educational environment alongside a rigorous and exciting curriculum.

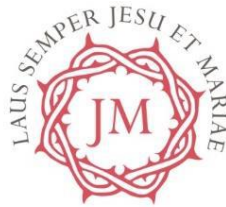
There are 400 children in our Pre- Reception, Pre-Prep, Prep and Senior departments, aged from 3-18. Over 60 girls board on a weekly or termly basis and many more take advantage of our occasional boarding option.

The School is set within 25 acres of beautiful parkland just outside Buckingham and within easy reach of Milton Keynes, and conveniently located between Oxford & Cambridge. Girls of all Christian denominations, of other faiths and of no faith are welcome in our school. All are equally valued, and all are equally important.

Thornton is a school that parents and girls can trust to deliver the highest standards of education coupled with outstanding pastoral care. We are dedicated to blending academic excellence with a richness of opportunity beyond the classroom. We believe that teaching and learning should be both challenging and enjoyable for pupils of all abilities and we aim for the highest possible standards. Our academic results are testament to the way the girls are challenged and motivated to give their best in all they do.

The provision of single-sex education during formative years enables students to grow in confidence, whilst enjoying an education that is specifically tailored and that recognises the different ways in which girls learn.

There is an exciting School Development Plan, which has the continued strengthening of the school's academic standing as the priority. Following the successful opening of our award-winning Science and Prep Classroom building and our Expressive Arts Studio, we opened a Sixth Form in September 2016.



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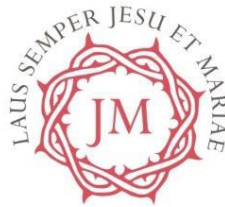
We are seeking an enthusiastic, conscientious, and well-qualified Examinations Officer & Data Assistant. In this important role, the appointed person will work with senior members of staff to ensure the smooth running and administration of both internal and public examinations. Whilst this would be the main role, we would expect the post holder to also assist in all matters relating to managing school data, either working with the Senior School Assessment Coordinator or the School's Data Compliance Lead.

### Examinations Officer Role

Both public and internal examinations are significant in the academic calendar of Thornton College and the Examinations Officer will work closely with the Director of Studies, Learning Support Coordinator and Heads of Department to ensure their smooth and efficient running.

### Examinations Officer Responsibilities

- Organising all administration of public examinations (GCSE/EPQ & level/Vocational/BTEC/), internal examinations and university tests.
- Ensuring examination arrangements fulfil examination board requirements, including accurate attendance registers, special consideration applications, and collection, security, and dispatch of scripts.
- Preparing examination entries, allocating candidate numbers, and publishing of individual examination timetables for students taking public exams.
- Undertaking appropriate correspondence with the various examination boards, for example, dealing with Enquiries About Results (EARs) and other administrative issues including pupils receiving examination results and certificates and making arrangements for their issue.
- To act as a focal point for examination queries, liaising with staff, students and/or parents as necessary
- Liaising with the Learning Support Co-ordinator to ensure that any access arrangements are in place for examinations.
- Communicating with Heads of Department, candidates and parents regarding provision of marks for Non-Examination Assessment components.
- Coordinating invigilation for all external examinations (including advertising, interviewing, and appointing sufficient staff for invigilation, ensuring thorough



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training and management during the examination period).

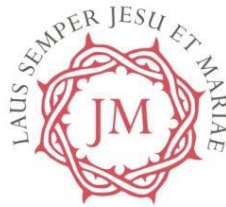
- Coordinating invigilation for all internal examinations (including allocation of staff, rooms, and designing appropriate timetables for each year group)
- Keeping up to date with the necessary policies, procedures and regulations laid down by the different examination bodies and the Joint Council for Qualifications (JCQ).
- Drafting all examination related policies (both internal and external) for the school.
- Working closely with the Senior School's Assessment Coordinator and Director of Studies to produce all results data required for analysis.

### **Data Assistant Role**

The role of Data Assistant will be to provide administrative support to the school, working closely with the School's Data Compliance Lead and Senior School Assessment Coordinator.

### **Data Assistant Responsibilities**

- Assisting in developing awareness and ensuring compliance with GDPR across school.
- Providing support for subject access requests (SAR). This will include document searches and information gathering, photocopying, scanning and redacting of documents.
- Assisting investigations into data protection breaches or near misses.
- Assisting with correspondence and maintenance of records.
- Supporting with data destruction and retention.
- Assist with maintaining and updating data audits.
- Providing support in developing and maintaining current data processing and sharing agreements with other organisations such as suppliers.
- Supporting in the compilation of data impact assessments when the school has a requirement to gather new data or use existing data for new purposes.
- Developing and maintaining personal awareness of Data Protection.
- Assisting the Assessment Coordinator with the collation and analysis of data in each reporting cycle, including the production of reports.



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### Additional Duties

- Undertaking cover duties and supervising private study periods, when reasonably required.
- Work on two open days and the annual school fete (Three days between Christmas and New Year are given in lieu).
- Undertaking additional duties that are commensurate with the role, as reasonably required by the Headteacher and Director of Studies.

### Safeguarding

- To promote and safeguard the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact.
- To adhere to and ensure compliance with the relevant Safeguarding and Child Protection Policy and Procedures at all times.
- To report any concerns to the School's Designated Safeguarding Lead.

### Health

- To pay due regard to the School's Health & Safety Policy, including one's own H&S needs and those of others; particularly those for whom you have a duty of care.

All staff are responsible for promoting and safeguarding the welfare of students at Thornton College by ensuring compliance with the school's Safeguarding and Child Protection Policy at all times. It is a requirement of all staff to report any actual or potential risks to the safety or welfare of students to the Designated Safeguarding Lead.

All staff are required to undertake whatever else may reasonably be requested by the Head of Thornton College in support of the Aims of the School. Job Descriptions are subject to annual review.



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### Person Specification

Thornton is a dynamic and forward-thinking school. All candidates should have a clear understanding of and a commitment to the aims of a Catholic Independent School and be committed to the values and ethos at the heart of Thornton College as expressed, for example, in the Mission Statement of the College. Flexibility is crucial to meet the demands of a busy school as is the ability to build effective relationships with staff and the whole school community.

#### The candidate must:

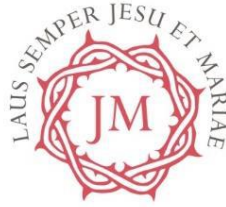
- Have previous experience of working within an examinations role and have a clear understanding of the entire process from examination planning through to dissemination of results and certificates.
- A high level of IT proficiency
- Proficient at using a variety of information systems
- Possess excellent verbal and written skills, which combined with accuracy and attention to detail, are essential criteria for this post.
- Have exceptional administrative and organisational skills

### Salary

A competitive salary of £17,571 - £20,414 prorata (FTE: £20,248 - £25,275) will be offered. The successful candidate will also qualify for a generous school fee remission.

### Start Date

The post is term time only with plus two additional weeks in the summer holidays. It will commence on 1<sup>st</sup> September 2022, but an earlier start may be available.



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## Your Application

The school can only accept applications made on the Thornton College Application Form. The completed form, along with a letter of application should be addressed to Mrs Val Holmes and sent to:

Mrs V Holmes  
Head of Thornton College  
Thornton  
Buckinghamshire  
MK17 0HJ  
Email: [vholmes@thorntoncollege.com](mailto:vholmes@thorntoncollege.com)

Thornton College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post including checks with past employers and an Enhanced DBS and barred list check by the Disclosures and Barring Service. This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020.

Please do not hesitate to contact Miss Taryn-Lee Robinson, PA to the Head, should you have any queries. Email: [trobenson@thorntoncollege.com](mailto:trobenson@thorntoncollege.com)