

Information for Applicants

Assistant Examinations Manager

To start January 2027

A message from the Head



I am delighted that you are taking the time to find out more about joining King's High – a remarkable school and a very special community.

I hope that this brochure conveys a sense of the inspiring and dynamic culture at our school and across our Foundation.

King's High is a very special community, where we strive for excellence and to make a difference in our world. Our community strength lies in our relationships – between staff, pupils, parents, across our Foundation family of schools, our alumnae and partnerships with our local community.

King's High is an exceptionally vibrant environment in which to work with a forward-looking, innovative ethos. Our expert staff show exceptional commitment to our students both in the classroom and in their wider endeavours.

I very much hope that you will be inspired by what you discover about us and that you will wish to be a part of this exciting community; I look forward to receiving your application.

Dr Burley
Head Master



The School

Founded in 1879, King's High School provides independent, single-sex day and boarding education for more than 800 students aged 11 to 18. The school is renowned for its friendly and welcoming atmosphere and its strong reputation as a centre for educational innovation. It is founded on a distinguished academic tradition tailored to the individual needs of our students. We pride ourselves on the outstanding academic performance and broader creative and co-curricular passions of our students.

We value friendship, social responsibility, intellectual curiosity, and creative thinking. Students are encouraged to follow their interests and excel in subjects they enjoy. Our aim is for our students to grow into happy, confident, and compassionate young women with the ability to reason, analyse, learn independently and exercise strong judgement and leadership.

As we celebrated our 140th year, the school moved into its stunning new home on the Myton Road Foundation campus in September 2019, joining Warwick School and Warwick Preparatory School. In 2021 The Kingsley School in Leamington Spa also joined our Foundation.

King's High School is one of the leading girls' schools in the UK. We are a multi-award winning school that has attracted considerable national attention for our recent work and innovations. We were recently crowned Senior School of the Year by the Independent Schools Assocation and won the ISA Award for Future Readiness. We have been Finalists for Girls' School of the Year for the last three years and were also Finalists in TES Independent School of the Year Award. We were recently ranked The Sunday Times' top independent school in the region for academic performance and Dr Burley won Tatler's Best Head of a Public School Award. Tatler described us as a 'school of the future' and we have also achieved a significant strength for our work on changemaking and community action in our latest ISI report. We currently rank as the 8th best girls' school for sport in the UK.

Above all, we are proud of our warm, friendly, and positive ethos which places our students at the heart of all that we do.

www.kingshighwarwick.co.uk

Warwick Schools Foundation

Warwick Schools Foundation comprises: King's High with Warwick Preparatory School, Warwick School with Warwick Junior School, and The Kingsley School. The Foundation is unique in the Midlands, offering co-education for our pupils aged 3 to 7, and single-sex education from age 7 onwards. This offers the best of both worlds for our pupils: teaching specifically tailored to their needs with extensive opportunities to collaborate outside the classroom.

The Role

We are seeking to appoint an Assistant Examinations Manager to support the smooth running of examinations management (public and internal) within the school, as well as to undertake some administrative duties.

The successful candidate will work closely with our Examinations Manager, helping to ensure that all aspects of exams processes are effectively covered. They will have excellent administrative and organisational skills, as well as a keen eye for detail. They will be required to acquire a detailed understanding of the workings of examinations, both internal and external, in the school and to work efficiently and accurately under the guidance of the Examinations Manager.

They will have excellent IT, administrative and organisational skills, as well as a keen eye for detail.

The post-holder will need to be available to work for 8 hours one day per week during term time throughout the year. In addition, they will need to be able to work full-time during busy periods, specifically:

- The day before A Level Results day in mid-August until the end of August
- The two-week period in early January during which the school runs mock examinations
- The period of GCSE and A Level examinations, which normally extends from early May until late June; this period of time also covers the School's internal end of year examinations





Job Description

The Foundation considers this document as a “snapshot” of the job and the tasks listed are not an exhaustive list. It aims to provide a clear guide at the time of writing to all that is involved about the requirements of the job. It will also be used to communicate expectations about performance and will be used to monitor effective performance.

Key Duties and Responsibilities

- Work with the Examinations Manager to plan, timetable, and arrange invigilation as well as organise rooming for internal examinations, particularly mock examinations in January and end of year examinations in the Summer term. A strong working knowledge of spreadsheets is highly desirable.
- Work with the Examinations Manager to timetable and room external examinations, particularly those that take place in the summer term
- During internal and external examinations periods in the summer term, support the Examinations Manager with the smooth administration of examinations, including ensuring that the examinations schedule, invigilation set-up, and room set-up are all in order
- Following GCSE and A Level examinations, assist with the process of advising pupils and parents on the appeals process, and then process appeals efficiently and accurately
- During external and internal examinations, assist with the preparation of seating plans, attendance registers, records of invigilation, candidate cards, preparation of question papers, answer booklets and other materials
- During external examination, deal with queries and emergencies if the Examinations Manager is not available
- Prepare external examination scripts for despatch where necessary
- Be available during internal and external examination periods to assist with any other matters arising relating to examinations

Further Details

The Employer is Warwick Schools Foundation.

Salary
The salary scale for this role is
Point 16 - £25,368 full time, £9,221 actual
Point 19 - £26,475 full time, £9,623 actual

Benefits for Staff

- Staff Fee remission at our Myton Campus
- Complimentary lunch and refreshments
- Free parking
- A virtual GP and Physio service
- Access to a wide range of retail discounts
- Salary sacrifice schemes
- Use of the Sports complex for staff
- A strong, supportive staff community

Pension
Applicants will be automatically enrolled into a competitive contributory pension scheme (employer contributions up to 14%).

Safeguarding and Protection of Children and Young Persons
In accordance with the Children's Act 1989, on appointment post holders will be required to commit to their responsibilities with regards to safeguarding. In addition, offers of appointment will be subject to an enhanced criminal record check from the Disclosure and Barring Service (DBS).

These checks will highlight cautions, reprimands, and final warnings as well as any convictions. The post holder must not have any spent or unspent convictions that would prevent working with children.

All staff are required to adhere to the School Policy on safeguarding and undertake training as required and ensure the safeguarding and well-being of children and young people at the school, in accordance with School policies.

Appointment Method
Interview

The Application Form
Candidates must submit online application outlining how they meet the job and person specification and what they can offer to the Department and the School.

If you have any queries about the completion of the form, please contact Mrs Elisa Wathen (Head's PA) e.wathen@warwickschools.co.uk



Appointment Timetable
Deadline for submission of applications : Monday, 14th December 2026 at 12pm

Interview date: w/c 18 January 2027

Person Specification

	Essential	Desirable	Method of assessment
Qualifications	• Completed a broad education	• Higher level of education: degree, A levels or equivalent standard • Recognised IT qualification	• Copies of qualifications. • Task performance
Experience	• Experience of school environment • Previous experience in a similar role or of working in an office and /or data driven environment	• Has an understanding of education within an Independent School setting	• Contents of the Application Form • Interview • Professional references
Skills	• ICT Skills (Good working knowledge of Excel) • Excellent organisational skills. • Excellent communication skills written and oral • High level of personal organization and the ability to work without close supervision • Calm, confident attitude • Methodical approach and high levels of accuracy • Experience of dealing with confidential issues • Ability to work in a team and on own, with good interpersonal skills • Confidence to seek clarity regarding work requested to ensure that results are accurate and as anticipated • Confidence to ask for assistance as required	• Management skills (preferably in an educational environment)	• Contents of the Application Form • Interview • Professional references • Task performance
Knowledge	• An understanding of good organisation and management practices • An understanding/awareness of procedures and requirements of awarding bodies' regulations of educational systems		• Interview • Professional references • Task performance

	Essential	Desirable	Method of assessment
Personal competencies and qualities	• A wholly professional attitude to include: • Commitment to high standards and achievement and to raising these standards • Commitment to own professional development • Support for school aims and policies • Ability to lead the invigilation team • Ability to be positive and enthusiastic • Ability to cope with pressure/ workload • Tact and discretion, loyalty, initiative, flexibility • Adaptable, confident and dependable • Soundness of judgement • Time management	• Ability to listen • Ability to work in a team • Sense of humour • Demonstrate being articulate, presentable, co-operative, reliable, customer responsive with a "can do" attitude with good communication skills both on phone and in person that allows effective communication at all levels • Creates good rapport with staff parents and pupils • Ability to prioritise • Ability to organise self and work independently	• Interview • Professional references • Task performance
Safeguarding Children, Young People and Vulnerable Adults	• A commitment to the safeguarding and well-being of children and young people at the school, in accordance with school's policies • A willingness to adhere to the school's policy on safeguarding and to undertake training as required		• Contents of the Application Form • Interview • Professional references • Successful DBS Clearance
Equal Opportunities	• Understanding of the requirements of Equality and Diversity		

King's High School

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