



# **Exams Assistant**

**Recruitment Pack  
January 2026**



## WELCOME

Belper School and Sixth Form Centre is a warm, inclusive and inspiring place to learn and work. We combine strong academic standards, a rich and inspirational curriculum and a caring and supportive ethos to provide the very best education we can for our wonderful students. At the heart of the school is a strong sense of belonging and shared responsibility, which gives Belper its distinctive character and underpins everything we do.

Our lively and successful school of just over 1200 students, including around 180 Sixth Formers, has proudly served the community of Belper and the surrounding villages for over 50 years. Belper is a vibrant market town in Derbyshire, on the edge of the Peak District. Situated within the Derwent Valley World Heritage Site, it is known for its creative and inclusive spirit, hosting an annual arts festival and a popular Pride event, values which closely reflect our own.

Our vision is captured in the phrase:

*“Create your future. Be who you are, become who you aspire to be.”*

Supported by our *Be Belper Values*, this vision shapes daily life in the school. We are committed to nurturing a love of learning and boundless curiosity in every student. Through our broad curriculum, rich subject content and extensive extracurricular opportunities, we inspire students to discover their interests and develop their talents. We also place great importance on building resilience, independence and self-belief so that students leave us as confident, well-rounded young people ready to make a positive contribution to their communities and the wider world.

We have a distinctive ethos that is reflected in the unique ways we build mutual respect and trust across the school. Belper is a non-uniform school, and students address staff by their first names. This is a deliberate and important part of our culture which helps foster positive relationships and ensures every child feels known, valued and respected. While we value academic achievement highly, we also see it as our duty to develop responsible, compassionate and respectful citizens.

Visitors often comment on the calm, positive and purposeful atmosphere around the school, and we are incredibly proud of our students, who are consistently kind, polite and engaged in their learning. As Ofsted noted in May 2025, *“There is a calm and productive atmosphere around school. Staff have high expectations of pupils’ behaviour and conduct. Pupils are trusted to behave well, and they do.”*

We know that to provide the very best education, we must recruit, retain and invest in exceptional staff. Staff wellbeing is a genuine priority and is closely linked to our high levels of retention. We are proud that Ofsted’s May 2025 inspection recognised the positive culture we have built:

*“Staff are proud to work at the school. They appreciate leaders’ consideration of their work-life balance. They feel well led and managed”*

Thank you for your interest in Belper School and Sixth Form Centre. We hope this gives you a sense of the warm, supportive and inspiring community we have created, and we look forward to welcoming colleagues who share our values and ambition for young people.

**Mrs Matilde Warden BSc (Hons) NPQH**  
*Headteacher*



## THE ROLE

We are looking to appoint an Exams Assistant to join our Examinations Team. The successful candidate will have excellent ICT skills with a working knowledge of Microsoft software such as Excel, Word and other computer packages, along with excellent communication skills and attention to detail.

This is an interesting and varied role, The successful candidate will work with our Exams Officer to arrange and run examinations throughout the year, Duties range from the organisation of Examinations including creating seating plans and timetables on our MIS systems, exam data entry, booking and supporting the coordination of the Exam Invigilators and preparing and supporting the coordination of results days.

Belper School and Sixth Form Centre is an exceptional place. We combine strong academic standards, a rich & inspirational curriculum, and a caring & supportive ethos to provide the best education we can for our wonderful students. We also like to think we are a great place to work, and Ofsted agreed. (*"Staff are happy and proud to work at the school. Leaders are considerate of staff's workload and well-being"* OFSTED, 2022)

If this role is of interest to you, please read the rest of this Recruitment Pack for details about the role and how to apply.

**Early applications are encouraged. Applications will be reviewed periodically, and interviews will be held on a rolling basis. Should a successful appointment be made, we reserve the right to close this advert at any time.**

*Belper School and Sixth Form Centre is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. As this post involves regulated activity, references and online searches will be conducted for shortlisted candidates, successful appointments are subject to an enhanced Disclosure and Barring Service check and relevant recruitment checks that comply with guidance in the most recent version of Keeping Children Safe in Education. We are committed to equality of opportunity in employment and services.*



## **APPLICATION METHOD**

**Role Type:** Permanent

**Salary:** Grade 5 (Pay Point 4-5): £8951- £9092

Hours: 15 hours per week 40 weeks per year. Hours are to be worked during the school term, INSET days, plus 15 hours during the school holidays to support results days. The exact working pattern will be discussed with the successful candidate with the aim of creating a working pattern which works well for the Exams team, students and the candidate. Additional hours may be available during busy exam periods.

**Closing Date:** Early applications are encouraged. Applications will be reviewed periodically, and interviews will be held on a rolling basis. Should a successful appointment be made, we reserve the right to close this advert at any time before the closing date of **9am Monday 2<sup>nd</sup> February 2026**.

**Start Date:** As soon as possible following pre-employment checks

**Provisional Interview date:** Monday 9<sup>th</sup> February 2026

Applications can be made online via the 'Apply Now' link on My New Term.

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All applicants must be able to provide evidence of their Right to Work in the UK prior to commencement of employment. As part of our need to comply with UK immigration rules, you will be required to provide Home Office stipulated documentation prior to interview.



## Role Description and Person Specification

<b>Post title:</b>	Exams Assistant
<b>Grade:</b>	Grade 5 Pay Point 4 – 5
<b>Job Family:</b>	Business and Public Services
<b>Responsible to:</b>	Exams Officer
<b>Hours of work:</b>	15 Hours per week
<b>Weeks of contract:</b>	(Term time plus INSET Days and one week during the holiday only)

### Role Description

#### Purpose of the Post

- To Support the Exams Officer in the effective running of internal and external tests and examinations in support of the school's aim for all students to fulfil their potential
- To support the schools examination procedures, systems and structures for the effective execution of examinations, ensuring compliance with school and exam board regulations, policies and procedures

#### Key Tasks and Responsibilities

- Inputting entries and forecast grades, for sending to Awarding Bodies
- Record student data
- Produce examination timetables for students and staff using Bromcom
- Liaise with the school's team of invigilators and prepare timetables for examinations.
- Prepare materials for the school's team of invigilators.
- Organise candidates and create seating plans using Romcom
- Assist the exams officer with examinations at peak times.
- Assist with the input, manipulation, management and dissemination of information about examinations to staff, students and parents as appropriate.
- Keep records of financial spending against budget and place orders on the school's financial management system.
- Assist in forecasting future departmental costs using the best available data.
- Receive payments from students for re-sits in accordance with school financial procedures.
- Work Closely with the school SEN Department to establish and update SEND access arrangements to ensure they are effectively implemented when planning and running examinations.
- To act on behalf of and be the main point of contact for the centre in matters relating to the general administration of awarding body examinations and assessments
- Assist in the recruitment and training of Invigilators
- To Understand JCQ and Awarding Body key dates and deadlines, and have in place procedures to ensure these are met

- Assist with results days and post result services and administration
- To deputise for the Exams Officer in their absence
- Complete any other tasks or duties as reasonably requested by the Leadership Group including the School Business Manager which are commensurate with the responsibilities of the post.

#### **Line management or supervisory responsibilities (if applicable)**

- None but may be required to assist in basic training or induction of new colleagues

#### **Supervision received (if applicable)**

- Works to established routines and Health and Safety with access to technical help when required
- Line managed by the Exams Officer

#### **Corporate Responsibilities**

- To be aware of and comply with school policies and procedures
- To work towards the school vision and in support of the school's ethos and aspirations
- To comply with the school Code of Conduct
- To comply with health and safety policies and procedures
- To maintain confidentiality and observe data protection and associated guidelines
- To receive safeguarding training and comply with school policies and procedures
- To carry out the duties and responsibilities of the post in compliance with the Equalities Act and the school's equal opportunities policies
- To act with honesty and integrity and in accordance with the school's financial regulations

<b>Person Specification</b>	
<b>A – application form R- references I – interview T – test</b>	
<b><u>Knowledge and Skills</u></b>	<b>Evidence ARI</b>
<b>Essential</b>	
<ul style="list-style-type: none"> <li>▪ Ability to work co-operatively and flexibly as part of a team</li> <li>▪ Experience of computer-based systems including the use of Microsoft packages, Word, Excel, Outlook.</li> <li>▪ Experience of administration tasks such as typing, filling data entry and proof reading</li> <li>▪ Communicate effectively with Students, staff, external contacts, parents and carers</li> <li>▪ Understanding of issues of confidentiality and complying with data protection principals</li> <li>▪ Ability to work accurately and to deadlines in a busy environment.</li> <li>▪ Ability to use the School's financial management system</li> </ul>	
<b><u>Knowledge and Skills</u></b>	<b>Evidence: ARI</b>
<b>Desirable</b>	
<ul style="list-style-type: none"> <li>▪ Experience of working in a school environment</li> <li>▪ Knowledge of examination administration processes</li> <li>▪ Knowledge of In the school's management information system (Bromcom)</li> </ul>	

<b><u>Personal Qualities</u></b>	<b>Evidence ARI</b>
<b>Essential</b>	
<ul style="list-style-type: none"> <li>▪ Ability to remain calm under pressure and when dealing with unexpected circumstances</li> <li>▪ Integrity, showing trustworthiness and reliability</li> <li>▪ Patient, tactful and approachable</li> <li>▪ Takes care and pride in all tasks given</li> <li>▪ Well-organised, with the ability to keep to deadlines and timescales</li> <li>▪ Fosters good relationships</li> <li>▪ Able to interact effectively and appropriately with students and staff</li> <li>▪ A commitment to safeguarding and wellbeing of students and staff</li> </ul>	

<u>Qualifications</u>	Evidence ARI
<b>Essential</b>	
<ul style="list-style-type: none"> <li>▪ Grade 4/C or above in GCSE Maths or equivalent</li> <li>▪ Grade 4/C or above in GCSE English or equivalent</li> </ul>	

<u>Qualifications</u>	Evidence ARI
<b>Desirable</b>	
<ul style="list-style-type: none"> <li>▪ First Aid training</li> <li>▪ Further relevant academic or professional qualifications</li> </ul>	

<u>Corporate Competencies</u>	Evidence ARI
<b>Essential</b>	
<ul style="list-style-type: none"> <li>• General knowledge and understanding of the requirements of a school environment</li> <li>• Ability to relate to students aged 11 to 18</li> <li>• Commitment to the schools' vision and ethos</li> <li>• Punctuality and reliability</li> <li>• Understanding of the importance of safeguarding and the welfare of children, and a commitment to remaining up to date with requirements of the role in this area</li> <li>• Understanding of the importance of financial rules and procedures and a commitment to remaining up to date with the requirements of the role in this area</li> <li>• Understanding of the importance of health and safety rules and procedures and a commitment to remaining up to date with the requirements of the role in this area</li> <li>• Understanding of the importance of Equalities Act requirements and a commitment to remaining up to date with the requirements of the role in this area</li> <li>• Understanding of the need for confidentiality and knowledge of data protection principles</li> </ul>	