



# Examinations Officer and Student Mentor

Recruitment Pack: May 2025

## We are Hiring

We have an exciting opportunity for an Examinations Officer and Student Mentor to join our school staff team.

This is a varied, hands-on role working with young people aged 11-17 with complex learning and therapeutic needs. We provide 1:1 support using a therapeutic approach that fosters independence in our students by the time they reach school-leaving age.

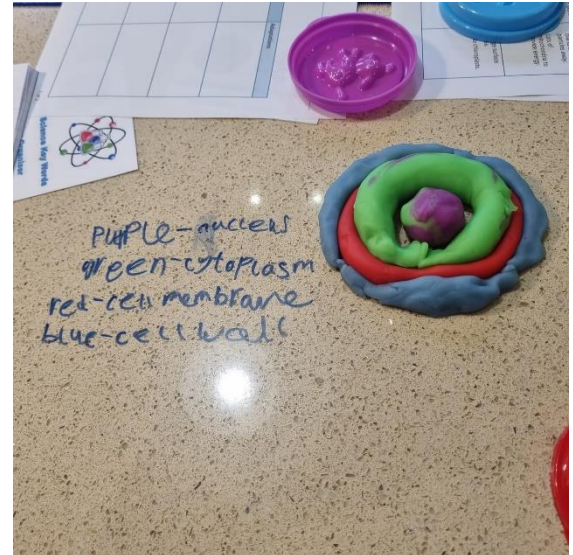
Our schools are located across Essex in the villages of Wethersfield, Sible Hedingham, and the city of Chelmsford. We operate a 38-week curriculum aligned with the Essex County Council school calendar.

## About You

We are seeking a team player who can quickly learn and master our approaches and processes, enabling them to take a leading role in delivering therapeutic education to our students.

We prioritise accuracy and attention to detail through continuous improvement and steady progress towards objectives. You will possess strong skills and experience in building positive relationships with others. You are diligent, detail-oriented, highly motivated, professional, and able to remain calm under pressure.

You are a team player, confident in leading by example through a hands-on approach, and willing to learn and adapt practices to meet students' evolving needs.



## Overcoming barriers – Achieving success



## History

Exceptional Ideas Ltd was established in 2007 to provide educational consultancy and training. We opened Teasdown School in Ridgewell, Essex, in 2009 to support young people aged 11–17 in overcoming the barriers they faced within the mainstream education system. In 2013, Primrose Hill School in Chelmsford was opened to complement Teasdown School. In January 2015, Teasdown School relocated to larger, bespoke premises in Sible Hedingham's Sugar Loaves building. Brook View School, situated at the former Brewery Tavern site in Wethersfield, became the latest addition to our organisation in early 2015.

## Therapeutic Education and Outreach Services

Exceptional Ideas Ltd also provides therapeutic education through outreach services. Our multi-professional approach uses evidence-based planning and evaluation processes supported by current practitioner research. We believe therapeutic education should be creative, flexible, and individually tailored, incorporating measurable assessments of progress.

We are committed to ensuring that all students have access to a comprehensive curriculum spanning Key Stages 3 to 4, including formal examinations such as GCSEs. Our educational programmes include GCSE, Entry Level Certificates (ELC), ASDAN, and online learning platforms such as Lexia, and Mathletics.



## Our Team

Our staff come from diverse professional backgrounds, contributing a wide range of skills and expertise to our team.

Every member undergoes comprehensive internal training, ensuring they understand and embody our ethos with clarity and consistency.



## How to Apply

To apply for this position, head to the website and click on [Apply Here](#) to complete a digital application form.

## Application Guidelines

In your application form, please provide a clear and detailed explanation of why you believe you are a suitable candidate for the position. Include any specific examples of relevant skills and experience, referencing the person specification where appropriate.

## Supporting Documents

While we are unable to accept CVs as standalone applications, you are welcome to submit a CV alongside your completed application form. Only applications submitted using the official application form and supported by evidence of qualifications will be considered.

## Safer Recruitment and Vetting Checks

To ensure the safety, welfare, and safeguarding of all students, and in accordance with safer recruitment, selection, and appointment procedures, Exceptional Ideas Ltd conducts a range of vetting checks. These include:

- Police/Enhanced DBS check
- Online status searches for shortlisted candidates
- A criminal records disclosure

These checks ensure that only individuals suitable for working with children are recruited. For further information, please refer to our Safeguarding Policy. Please note this post is exempt from the Rehabilitation of Offenders Act 1974 and full disclosure must be given.

It is an offence to apply for a role if you are barred from engaging in regulated activity relevant to children. All information gathered as part of the recruitment process will be securely stored in line with guidance from the Data Protection Act 2018-GDPR.

Please download, complete, and return the Privacy Notice for Prospective Employees with your application form accessible from the link below:

[Privacy Notice for Prospective Employees](#)

Interviews will be held at the office at Brook View School, Braintree Road, Wethersfield, CM7 4BU upon receipt of references. **No interview will take place without previous receipt of references and evidence of educational/professional qualifications. This is in line with safer recruitment in education and the responsibility for ensuring these references are received in time for interview lies with the applicant.**

For further information and an informal conversation about this opportunity, please contact [ei-recruitment@exceptional-ideas.co.uk](mailto:ei-recruitment@exceptional-ideas.co.uk) to arrange.

## Role Description

<b>Title</b>	Examinations Officer and Student Mentor
<b>Salary</b>	£24,941.01
<b>Contract</b>	Permanent
<b>Accountable to</b>	Headteacher
<b>Liaison with</b>	Senior Leadership Team
<b>Hours of Work</b>	Full time: 40 hours, 5 days per week, 8.30am-4.30pm Term time only
<b>Pension</b>	Royal London Minimum employee 4% salary exchange, employer 4%

### Examination Administration

- Manage the administration of external exams per JCQ regulations and awarding body standards.
- Submit accurate and timely exam entries.
- Register the school with the relevant examination board/s, currently AQA.
- Oversee examination schedules, including room allocation, seating plans, and candidate timetables.
- Ensure secure storage and dispatch of examination scripts.
- Manage the examination entry process, gathering relevant information from teaching staff.
- Prepare examination results for release to candidates.
- Access, download, and securely distribute examination results.
- Ensure compliance with school policies, including safeguarding, equality, and assessment.
- Manage emergency access arrangements for eligible candidates.

### Exam Centre Management

- Allocate appropriate rooms and seating arrangements for exams.
- Ensure exam accommodation is prepared according to JCQ standards.
- Organise exam timetables and notify candidates of exam dates and venue.
- Coordinate the management of examination days, including:
  - Starting and ending exams
  - Dealing with emergencies or irregularities
  - Collecting and dispatching exam scripts
  - Distributing appropriate resources and stationery

## **Invigilation & Staff Management**

- Recruit, train, and manage a team of invigilators.
- Update invigilators on rule changes annually.
- Ensure the effective supervision of the exam room environment.
- Provide ongoing training and guidance for staff on examination procedures.
- Participate in relevant meetings and professional development activities.

## **Compliance & Security**

- Maintain the confidentiality and security of candidates' responses.
- Act as the primary point of contact with awarding bodies and JCQ.
- Ensure the school is compliant with JCQ regulations and prepared for Ofsted inspections.
- Ensure that Exam Access Arrangements are managed and upheld according to need.
- Take steps to prevent malpractice before, during, and after examinations.
- Follow legal and regulatory requirements for data management and confidentiality.

## **Stakeholder Communication & Guidance**

- Provide advice and guidance to staff, students, and parents.
- Ensure candidates are fully informed about examination entries, dates, and times.
- Share key deadlines and procedures for post-results services.
- Communicate effectively with external agencies, parents, and the school community.
- Establish effective links and consultation procedures with examination bodies.

## **Student Mentor General Duties**

- Deliver a broad, balanced, and differentiated curriculum for students.
- Monitor and support students' academic, social, and emotional development.
- Create a positive and supportive learning environment.
- Promote and safeguard the welfare of children.
- Work within the principles of therapeutic child-centred practices.
- A willingness to participate in training and development.
- A willingness to travel and work across multiple school sites.
- The ability to plan and organise.
- The ability to recognise and identify problems.
- The ability to record and pass on information accurately.
- A willingness to work, when necessary, in alternative environments to a traditional classroom.
- A willingness to mentor students and young adults 1:1 or 2:1.
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- A willingness to take on extracurricular roles as when required to help with the efficient day to day running of the schools.

### **Teaching & Learning**

- Take responsibility for a curriculum and therapeutic area, offering training and support to staff.
- Implement Individual Education Plans (IEPs) and related strategies.
- Supervise students and conduct home visits as needed.
- Lead examination processes, including coursework completion and assessments.
- Take part in daily briefings to share and receive appropriate information relevant to student performance.
- To record outcome on a timely basis contributing to the effective management of teaching and learning data.
- To record the outcomes of teaching and learning practices through appropriate channels and systems.
- To provide feedback and communicate with parents, carers, staff and stakeholders.

### **Policy Implementation & School Support**

- Promote and implement key school policies, including:
  - Equality, Equity, Diversity, and Inclusion Policy
  - Child Protection and Safeguarding Policy
  - Assessment and Curriculum Policy
- Play an active role in delivering the school's ethos and leading by example.
- Support the headteacher and senior leadership team with relevant tasks.
- Undertake additional duties as assigned by management.

### **Professional Development & School Improvement**

- Stay up to date with developments in the exam curriculum and regulatory updates.
- Participate in training and professional development.
- Assist with school improvement initiatives in exam and curriculum-related areas.
- Support the school's preparedness for inspections and quality assurance audits.

### **Data & ICT Management**

- Use internal and external ICT systems to manage registration and entry data.
- Collect and input academic information into ICT systems.
- Maintain accurate and up-to-date examination and curriculum records.
- Communicate examination-related updates to relevant departments.

# Person Specification

Qualifications and training	
Essential	Desirable
<ul style="list-style-type: none"> <li>• Good general standard of education with qualifications, at least 5 GCSE grade A-C or 4-9 standard or equivalent.</li> <li>• A full driving licence.</li> </ul>	<ul style="list-style-type: none"> <li>• Evidence of relevant CPD.</li> <li>• Relevant qualification with regard to working with children, such as NVQ 3.</li> </ul>
Skills and experience	
Essential	Desirable
<ul style="list-style-type: none"> <li>• Excellent communication skills.</li> <li>• An ability to work towards deadlines with high levels of accuracy.</li> <li>• Previous experience working with children.</li> <li>• Good interpersonal and communication skills.</li> <li>• Some experience of leadership or management.</li> <li>• Strong organisational skills.</li> <li>• Good behaviour management skills.</li> <li>• The ability to motivate students.</li> <li>• ICT skills, including proficiency in Word, Excel, Microsoft Outlook and PowerPoint.</li> <li>• High level of personal organisation, and the ability to work independently.</li> </ul>	<ul style="list-style-type: none"> <li>• Staff management experience.</li> <li>• Administrative experience.</li> <li>• Experience of analysing performance data.</li> <li>• Experience of working in alternative provision setting.</li> <li>• Experience of working with children and young adults with special educational needs and disabilities.</li> <li>• An understanding of exam access arrangements.</li> <li>• Learning Support Experience.</li> <li>• Teaching experience.</li> <li>• Registration with the disclosure and barring service (DBS).</li> </ul>
Knowledge	
Essential	Desirable
<ul style="list-style-type: none"> <li>• Strong knowledge of the national curriculum.</li> <li>• Up-to-date knowledge about developments in Education.</li> <li>• Knowledge of special educational needs and disabilities.</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge and understanding of school procedures.</li> <li>• Knowledge of examinations regulations or procedures.</li> <li>• Knowledge and Understanding of the SEND Code of Practice: 0 to 25 years (2014).</li> </ul>



## Personal traits

### The successful candidate will be:

- Quick to adapt and take on new initiatives.
- Comfortable and confident enough to talk to students about their performance.
- Personable and approachable.
- Eager to uphold the school's ethos.
- Committed to equal opportunities and empowering others.
- Able to maintain a good working relationship with others.
- Maintain an exemplary conduct and attendance record.
- Possess a desire and positively commitment to contribute to the equality and diversity of the school community through inclusive practices.
- Capable of handling a demanding workload and successfully prioritising work.
- Professionally assertive and clear thinking.

## Additional requirements

### The successful candidate will have:

- A willingness to participate in training and development.
- A willingness to travel across multiple school sites as well as work remotely.
- An exemplary conduct and attendance record.
- A desire and commitment to contribute to the school community.
- The ability to plan and organise.
- The ability to recognise and identify problems.
- The ability to record and pass on information accurately.

**Before submitting your application, please ensure you have completed the following:**

1. Online digital [application form](#), providing details of 2 referees with contact details.
2. Read the [Child Protection and Safeguarding Policy](#).
3. Downloaded, completed, and signed the [Privacy Statement](#).

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