



Examinations Assistant

APPLICATION PACK

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Kent
Catholic
Schools'
Partnership



'Academies in Christ'
Part of the Archdiocese of Southwark

Every child is known and loved

Letter from the Headteacher

Dear Prospective Candidate

Thank you for your interest in this exciting opportunity to join St Gregory's Catholic School at a pivotal and energising moment in our journey.

St Gregory's is a school with bold ambition and a clear moral purpose. Rooted in the Gospel and inspired by our patron, St Gregory the Great, our vision is simple yet profound: every child is known, loved and called to greatness. We believe deeply in the dignity of every young person and in the transformative power of education to shape lives of purpose, service and excellence.

Over recent years, we have raised expectations, restored high standards and strengthened our culture. We are now building something exceptional: a Christ-centred school characterised by compassionate ambition, a place where warmth and care sit alongside challenge, scholarship and joy. We are determined to become a nationally recognised model of what a non-selective Catholic school can achieve.

At St Gregory's, we form young people of integrity, empathy and vigour. We expect our students to think deeply, act responsibly and strive for excellence in all they do - academically, creatively, spiritually and competitively. In return, we provide a rich curriculum, diverse opportunities and a culture of belonging where every student is supported to flourish and discover their vocation.

We place exceptional value on relationships. To truly know each child is not a slogan, but a daily commitment. Clear expectations, strong routines and a calm, purposeful environment allow students to be themselves with confidence, to take responsibility for their actions, and to grow into resilient, reflective and compassionate young adults.

Our Catholic life is at the heart of the school. Prayer, reflection and collective worship shape the rhythm of each day, offering space for encounter, meaning and formation for all members of our community, whatever their personal faith background. We are proud to be a Catholic school that is inclusive, outward-looking and deeply human in its mission.

By joining St Gregory's, you will become part of a professional, committed and forward-thinking team who believe passionately in education as a vocation. We invest in our staff, value professional growth and welcome colleagues who are excited by challenge, inspired by young people and aligned with our vision for greatness.

We would be delighted to explore how your skills, energy and values could contribute to the next chapter of St Gregory's, a school where you can inspire and be inspired, and where your work will truly matter.

Thank you for considering St Gregory's Catholic School.

Yours sincerely,

Mike Wilson
Headteacher



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About St Gregory's Catholic School



St Gregory's Catholic School is a Catholic secondary school and part of the Kent Catholic Schools' Partnership (KCSP). KCSP is a multi-academy trust (MAT) established by the Archdiocese of Southwark for Catholic education across Kent and it currently comprises 28 academies of which 23 are primary schools and five are secondary schools.

A seven-form entry secondary school located in Tunbridge Wells, St Gregory's is a popular destination for pupils from its Catholic partner primary schools in Tunbridge Wells, Tonbridge and Sevenoaks. As an inclusive academy, its dedicated staff, helpers and governance committee members work hard to ensure that every student is supported and challenged to be their very best. Each individual is encouraged to grow spiritually and intellectually, so that unique and positive contributions can be made to society and the world.

In its most recent denominational inspection in June 2024, St Gregory's was judged as 'Outstanding' for Catholic Life and Mission and 'Good' for both Religious Education and Collective Worship and, in its latest Ofsted inspection in October 2024, the school was judged as 'Good' in all areas. At the heart of the report is recognition of the school's mission to ensure that 'every child is known and loved' inspectors highlighted a "warm and welcoming environment", where students feel valued, supported and able to thrive.

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School vision and values

Our Vision

We provide every student in our care with a world-class Catholic education, welcoming them into our inclusive and caring community in which **every child is known and loved.**

We teach students to understand their own unique value and dignity, so they may recognise and realise their God-given potential and, inspired by the life of St Gregory, we empower them to approach the opportunities of their education with vigour. We aim for our students to adopt the role of servant leaders, acting with empathy and integrity to make unique and positive contributions to society and the world.

St Gregory's ALIVE values:

Ambition

Rooted firmly in Catholic teachings, we aim to nurture and guide our students to fulfil their God-given potential so they may achieve success. We support this by providing extensive opportunities in our students' education that include academic, co-curricular, personal and relationship guidance, as well as providing strong role models and teaching moral and ethical values.

Leadership

We strive to be a community of servant leaders, where individuals gain a clear sense of self and purpose, knowing their values and using these to guide how they enrich the community in which they belong.

Integrity

We teach our students to value honesty and have strong moral principles, using their discernment to govern their actions and take responsibility for their choices.

Vigour

Inspired by the life of St Gregory, we empower our students to work with vigour, so they approach all activities and opportunities with effort, energy and enthusiasm.

Empathy

We aim for our students to understand and value the feelings of others and for them to know they are loved and celebrated irrespective of their differences. We also give them the confidence to celebrate their own differences.

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School intent statement

Our school is a community centred on the Catholic ethos that strives for excellence, and teaches students the knowledge, skills and attributes they require to be effective 'life-long learners'. Students are happy and fulfilled, because they are nurtured in an environment where they are cared for, known and loved, and encouraged to be unique individuals. We pride ourselves on educating students academically, morally and spiritually, to go out into the world as socially responsible and successful individuals who have a strong sense of how they will use their skills and talents to make the world a better place. We do this by providing a curriculum rich in knowledge and skills, focused on strong relationships which encourage shared values and mutual respect.

At St Gregory's we develop young people who think deeply, are knowledgeable and are informed because they understand how to learn and the value of learning. Students make and articulate informed judgements, hold discussions and show compassion and empathy that enables them to make considered decisions and partake fully in wider society. St Gregory's underpins the Kent Catholic Schools' Partnership vision of a rich, child-centred curriculum that fosters a love of learning.

Our ambitious curriculum carefully sequences learning, so that students learn and apply knowledge and skills which are enhanced further with an exciting diversity of enrichment activities. We strive to provide world-class opportunities for our students, and seek to develop the 'whole person'. Our carefully considered curriculum is well planned, well-structured and thoughtfully sequenced, so that long term learning builds. Memory is fundamental and is developed by students thinking hard to retrieve knowledge, spacing concepts and skills in each subject, and interleaving them throughout the curriculum.

With Christ's love at the centre of all that we do, our curriculum aims to develop young people who:

- Are happy and feel fulfilled
- Are curious, enjoy learning and have high expectations for themselves and are ambitious for their futures
- Act as positive role models, guiding others by example
- Can make and articulate informed decisions and take responsibility for themselves
- Approach activities with effort and commitment, showing resilience and perseverance
- Demonstrate respect, compassion and empathy towards the beliefs and values of others

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Role description

We are looking to appoint an organised and efficient **Examinations Assistant**, ideally from an educational background, to join the Examinations team at St Gregory's Catholic School in Tunbridge Wells. You will be the liaison with academic staff on all examinations related matters. You will also support the Examinations Officer to administer the end-to-end examination process during the school year.

Benefits of working at St Gregory's Catholic School

- A supportive and caring working environment for staff and students
- Training opportunities are provided for all staff
- Participation in overseas and UK school residential trips.
- Generous Pension scheme for all staff – 20.5% employer contribution for support staff
- Access to Kent Rewards which offers a range of local and national discounts in shops and health clubs, as well as discounts on travel, insurance and Kent Adult Education courses.
- Flu vaccination reimbursement.
- Eye test subsidy.
- Employee Assistance Programme which offers confidential, practical and emotional support including financial guidance, legal enquiries, counselling, and additional support services.
- State of the art Fitness Suite for staff to use free of charge.
- Chapel with opportunities for collective prayer and reflection, welcoming to those of all faiths and none and the opportunity for support from our Chaplain.



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Job description

Job Title:	Examinations Assistant
Salary Grade:	KRC (£26,956 – 27,765) FTE, approximately pro rata amount (£13,085 - £13,478)
Hours:	800 hours per academic year. Mutually arranged at the beginning of the year to cover peak exam times
Line Manager:	Examinations Officer

Main Purpose:

- To assist in the day-to-day operation and provide admin support within the Examinations team.
- To deputise in the absence of the Exams Officer

Our Offer:

We create an environment where our staff can thrive and enjoy the work that they do which enables our young people to flourish, gain confidence, achieve and be happy. We have a reputation for being a very caring environment and we have a great record for investing in staff training and development.



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Job description

Responsibilities:

- To assist with processing examination and assessment entries onto the schools MIS system (Arbor) and ensure that documentation is properly stored.
- To assist with preparation and despatch entries to the Awarding Bodies.
- To assist with timetabling and creating Mock seasons
- To assist with creating seating plans in Arbor
- To assist with logging requests for access arrangements, when requested by Exams Officer
- To assist with receiving and preparing examination materials and ensure it is kept in conditions as specified by the awarding organisation, including despatch and scripts.
- To assist with and issue candidates results / certificates received from the Awarding Bodies.
- To assist on Exam days to ensure smooth running
- To assist the Exams Officer in providing regular training updates for our pool of invigilators to ensure regulation compliance.
- To help plan invigilation cover for examinations on the exam timetable.
- To comply with JCQ rules and regulations and other awarding bodies.

Safeguarding & General Responsibilities

- To uphold the Staff Code of Conduct and child protection and safeguarding policies.
- The provision of a safe environment in which children and young people feel heard.
- Creating positive relationships with students premised on mutual trust and understanding.
- Being aware of the indicators and symptoms of abuse.
- Ensure vigilance in recognising changes in behaviour or mood.
- Supporting the Designated Safeguarding Lead.
- Teaching about staying safer online and in the real world.
- Reporting concerns regarding abuse.



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Person specification

		Essential / Desirable
Faith Commitment	Understanding of the distinctive nature of a faith school.	E
	A practising Catholic.	D
Qualifications	Good general standard of education, preferably to at least NVQ3 or equivalent	E
Specific Skills, Experience and Knowledge	Awareness and understanding of Health and Safety regulations	E
	Competent in use of Word, PowerPoint, Excel, Outlook	E
	Knowledge of Safeguarding children and young people and Child Protection	E
	Experience of working with confidential information	E
	Previous experience of Arbor and Microsoft Office	D
Personal Qualities	Excellent record of punctuality and attendance	E
	Excellent written and verbal communication skills	
	Able to remain calm under pressure, to prioritise work, to work effectively as part of a team and to manage change	E
	Exhibit flexibility, resourcefulness, initiative, adaptability, confidence	E
	Continually looking at ways to improve quality of service	E
	Approachable and a good sense of humour	E
	Willing to undertake relevant training to develop performance	E
	Ability to relate to students, their parents/carers and staff	E
	Supportive of the School's Catholic Ethos	E
	Desire and potential to progress to further promotion	D

This job description outlines the main duties and level of responsibility of the post for the time being. It is not a comprehensive or exclusive list and it cannot anticipate future service demands.



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Application process

You are welcome to contact HR at HR@sgschool.org.uk if you would like to visit the school before submitting an application.

For ease of applying, we are happy to accept applications directly via Kent-teach using [CLICK HERE](#)

Should you be shortlisted for interview, additional information may be requested at that time.

Closing date for applications: 16 September 2026 at 09:00 am

Interview date: w/c/21 September 2026

Start date: October 2026

All applicants need to have the Right to Work in the UK to be considered for this role. This vacancy may close on or before the specified closing date depending on the volume of suitable applicants. If you are unsuccessful, we will contact you accordingly

Safer Recruitment

St Gregory's is committed to safeguarding and promoting the welfare of children and this position is subject to satisfactory enhanced disclosure from the Disclosure and Barring Service. We are an equal opportunities employer.

Candidates will be subject to an online search if shortlisted. The search will not form part of the shortlisting process itself and shortlisted candidates will have the chance to address any issues of concern that come up during the search at interview.



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