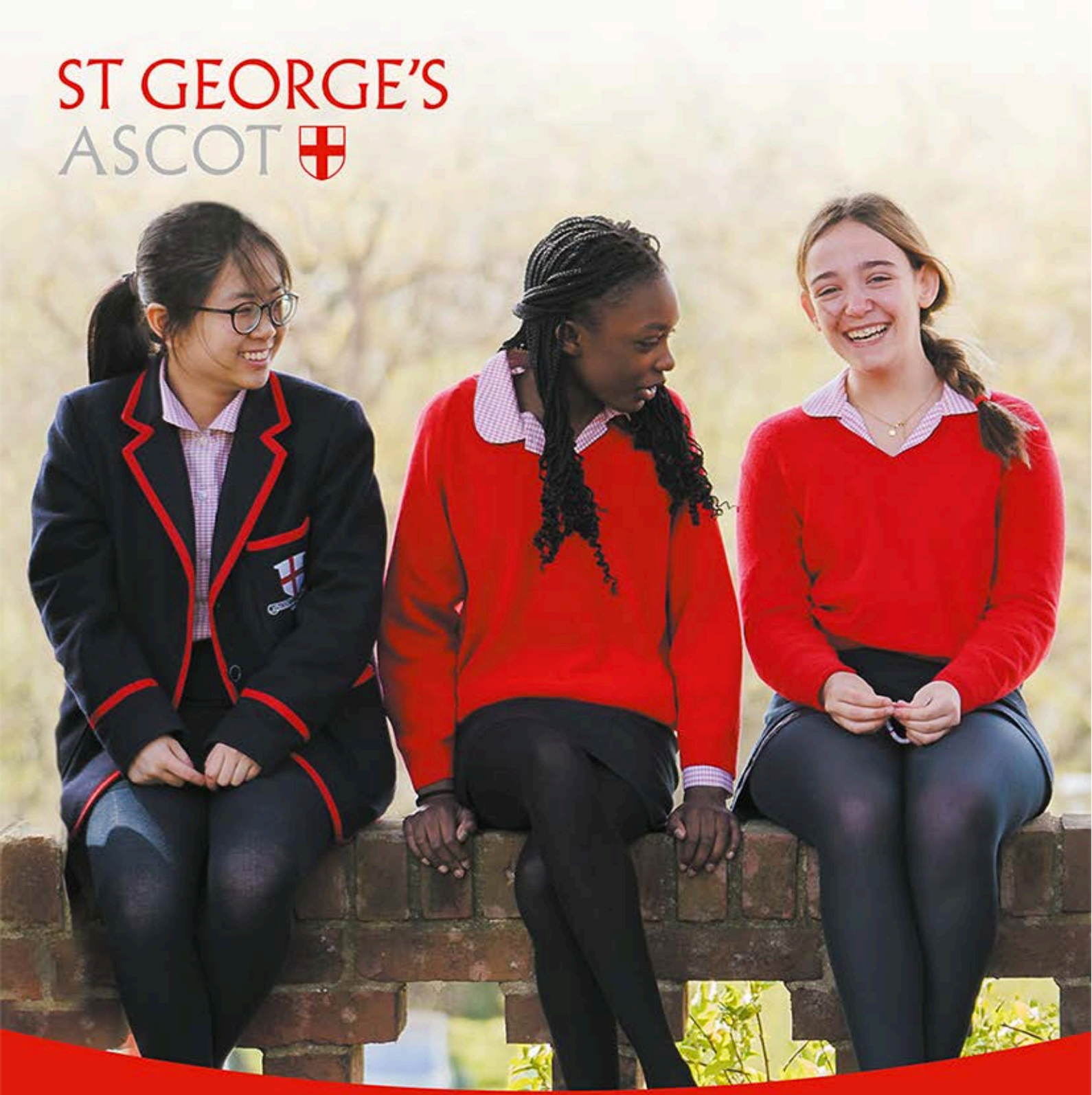
ST GEORGE'S
ASCOT



Application Pack

for the position of
Exams Officer (Part-time)

Start date: January 2026

ST GEORGE'S ASCOT

About St George's

St George's is a thriving independent boarding and day school of 234 girls aged 11-18, around 25% of whom are boarders (full, weekly and flexi), and with a Sixth Form of approximately 65 pupils. St George's offers an ambitious, connected and future-facing education tailored for pupils to realise their potential both at school and in fulfilling adult lives ahead.

Awarded 'excellent across the board' in its November 2022 ISI inspection, the school is a place where girls flourish academically, creatively, physically and morally, a place where risks can be taken, lessons are learnt and challenges are welcomed.

We are a welcoming school with a warm sense of community. Visitors are impressed by our facilities within a beautiful setting and the ambition of our educational provision.

Our unique extended day and flexible boarding model allows all girls the time and space to foster confidence, independence and academic curiosity providing a future-facing education exclusively for girls in a world not yet designed for girls and introduces them to contemporary subjects and topics, through speakers, workshops, classes and visits.

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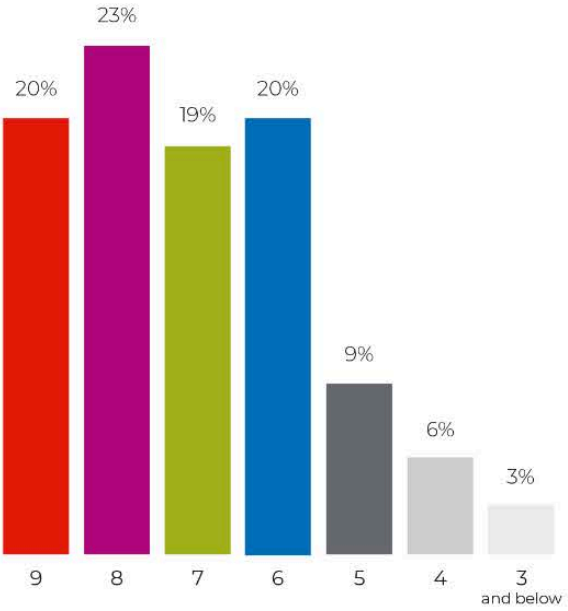
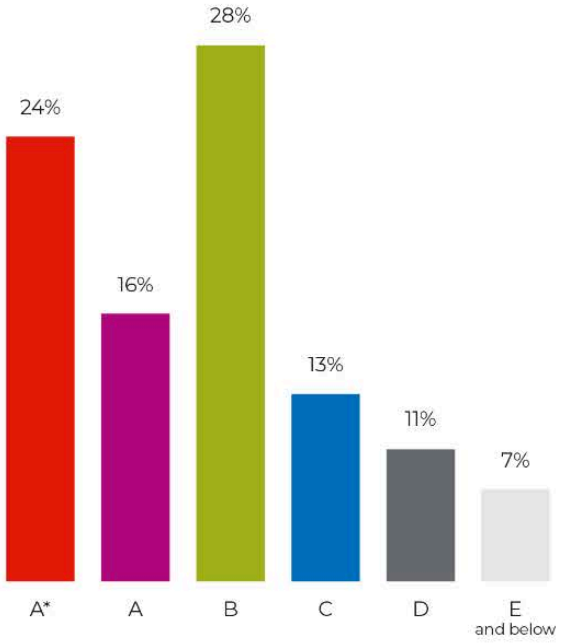
Our academic results are impressive, with the 'value-added' in public examinations a real strength. We understand how girls learn effectively and we regularly add at least one grade higher at GCSE and A Level than baseline testing would suggest. Our pupils achieved the following results in 2025:

GCSE RESULTS 2025



A LEVEL RESULTS 2025



N.B. Data correct at time of print but is subject to change.

St George's pupils achieved a 94% A*-B pass rate for EPQ in 2025

St George's offers an education that is grounded, relevant and fosters employability. The school operates as an Educational Trust administered by a Board of Governors, is a member of the Girls' Schools Association (GSA), Boarding Schools Association (BSA), ISBA, AGBIS and is ISC accredited.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“The girls are the biggest advocates for SGA – funny, bright, ambitious and honest.”
MUDDY STILETTOS

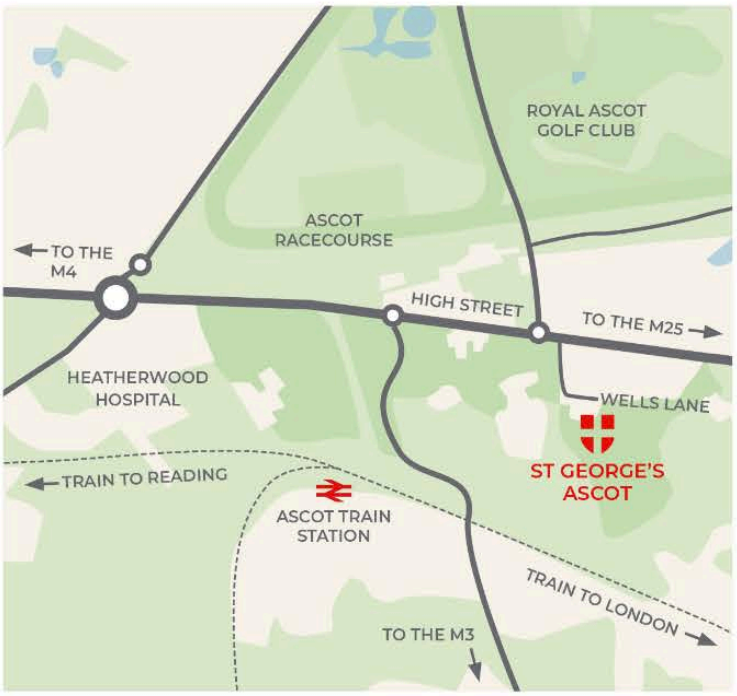
ST GEORGE'S ASCOT

Our Location

The School is approximately 25 miles west of central London, on a beautiful, leafy 30 acre site, within walking distance of Ascot High Street.

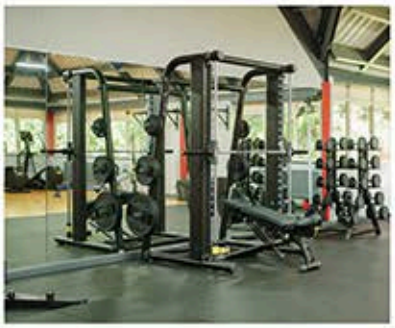
We are close to Windsor and Bracknell and equidistant from the M3 and M4 motorways.

Ascot High Street can be reached on foot in five minutes while Ascot Railway Station is less than a mile away.

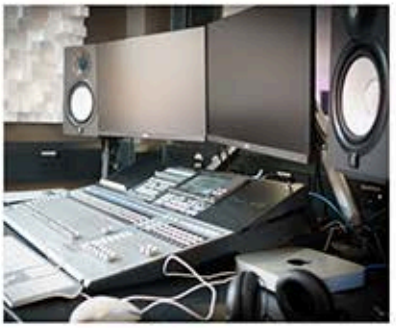


All facilities are on site and include, amongst others

- 25m, six-lane indoor swimming pool
- Large sports hall
- Sports pitches for football, cricket and athletics
- Eight tennis courts
- Indoor hardball cricket nets
- Light airy classrooms
- Purpose-built library
- A fabulous dining room serving our delicious award-winning food
- Three cosy, family-style boarding houses - one of which is solely for use by the Upper Sixth giving all girls (boarding and day) the space to study for their A Levels
- State of the art 300-seat theatre
- Mirrored dance studio
- Separate drama studio
- Technogym fitness suite
- Sports pavilion
- Six floodlit netball courts
- Squash court
- Science centre
- Photographic, textiles and art studios
- Music technology room and recording studio
- Computer Science room
- State of the art cookery and food technology room



> St George's combines small-school cosiness with big-school facilities.
>
> TATLER



ST GEORGE'S ASCOT

Role and Responsibilities

The Exams Officer is responsible for the administration and organisation of all aspects of external examinations in accordance with the regulations laid down by the awarding bodies. In addition, they are responsible for the administration of internal examinations within the school. The tasks and responsibilities of the Examinations Officer include:

- To liaise with staff, eg Heads of Department, regarding entries
- To distribute relevant documentation from JCQ to Heads of Department and the Senior Leadership Team
- With other staff, to lead briefing sessions for pupils taking public examinations outlining JCQ rules and regulations
- To lead the annual training session for teaching staff involved in the invigilation of examinations
- To keep up to date with developments in public examinations through conferences and updates from JCQ and The Exams Office and to review policies and procedures in light of these. To attend local Examinations Officer network meetings. To disseminate this information with relevant staff
- With the Deputy Head (Academic) and Head of Learning Support, to ensure the school is ready for JCQ Centre Inspections
- To answer enquiries and deal with complaints regarding external examinations with staff, pupils and parents

- To prepare and submit entries and estimated entries for GCSE, IGCSE and A Level examinations and the Extended Project Qualification in advance of deadlines
- To organise accommodation for pupils with access arrangements, including liaising with the Head of Learning Support regarding candidates with SEN; applying to awarding bodies for special arrangements for such candidates
- To manage the daily running of external examinations and to work with the Deputy Head (Academic) and Cover Manager to ensure there is contingency in the invigilation timetable in case of invigilator absence
- Check receipt of public examination papers and arrange secure storage and sending
- Ensure papers and coursework assignments (NEAs) are stored and sent/collected appropriately
- Alongside the Deputy Head (Academic), to train and manage our team of external invigilators and lead on the recruitment of new invigilators when necessary
- To be present and available in school on the days when results are notified, and to oversee the distribution of results to candidates on the days when results are published to candidates
- To provide statistics on examination entries and results for the Head, Senior Leadership Team, Governors, ISC, DfE, etc
- To process enquiries about results and requests for return of scripts
- To administer internal school examinations for all year groups including the January mock examinations for Upper Sixth and Year 11 pupils and examinations in the Summer term for all other year groups. This would include working with the Deputy Head (Academic) to write the timetable for the examinations, collating examination papers for the mock examinations from Heads of Department and working with the Head of Learning Support to ensure girls with access arrangements are given the appropriate access
- To maintain the Examinations Office Dragonfly (school intranet) pages
- To attend the four INSET days per year which occur at the beginning of each term (in September, January and April)
- Any other reasonable duties as required by the Head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A small, friendly girl's secondary boarding/day school in Berkshire, where kindness, confidence and ambition are celebrated.
MUDDY STILETTOS

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Person Specification

The Examinations Officer will:

- be ICT literate and able to use the internet, eg consult websites, access information, download material/make entries electronically, operate the school's database, produce and operate spreadsheet packages, produce analyses, use email
- have good, written and verbal communication skills and be able to relate well to school staff, pupils and parents
- be able to prioritise and manage workload
- be able to work in an organised and methodical way and have sound organisational and coordination skills
- be able to work accurately and to deadlines
- be able to work effectively under pressure
- be able to maintain confidentiality
- have effective supervisory skills
- be flexible in agreeing hours of work with the Deputy Head (Academic) in light of examination commitments

> The school is an inclusive community in which those from different backgrounds get on extremely well together.
>
> INDEPENDENT SCHOOLS INSPECTORATE

ST GEORGE'S ASCOT

Salary and Further Information

Support Staff

a. **Start date**: ideally January 2026 but would consider a February start for the right candidate

b. **Salary**: The annual salary for this role will be £34,500 pro rata, which equates to a salary of £18,750 - £19,050 per annum subject to experience. The salary will be paid in monthly instalments and includes an element to cover statutory holiday pay

c. **Pension**: The successful candidate will be auto-enrolled into the School's pension scheme if eligible

d. **Hours of work**: The successful candidate will be required to work an average of just under 30 hours per week, term time only, plus 2 weeks (35 weeks in total) which would need to be taken primarily to cover the examination results period in mid August with one or two days in the Autumn half term in order to cover iGCSE Maths resits when required. Please note that a flexible approach to your hours will be necessary as the nature of the post means that during Summer exam season in May and June, the hours per week are likely to be in the region of 40, whilst at other times the hours may be significantly less; annualised hours are 1040

e. **Notice Period**: There will be a probationary period of one year during which time the notice period will be two months. Thereafter, the notice period required by either side to terminate your employment will be one full term


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Awarded 'Excellent' in all areas in November 2022,
the ISI particularly identified –
'Pupils' positive attitudes towards learning
are a striking feature of the school.
INDEPENDENT SCHOOLS INSPECTORATE

ST GEORGE'S ASCOT

Additional Staff Benefits

- Use of facilities
  - Staff have use of state-of-the-art gym with Technogym equipment at allocated times
  - Staff swimming sessions and family swimming sessions in the recently built 25m, six-lane indoor pool
- Supportive Continuing Professional Development (CPD) programme
- Ample free onsite parking
- Freshly prepared, nutritious lunches in the Dining Room during term time. Refreshments are also available throughout the day in the Staff Room. Meals and refreshments are free of charge.
- There are a number of social events throughout the year that staff are invited to attend.
- The post holder's children may, upon passing the entrance assessments, be eligible at the discretion of the Governors for a reduction on the basic tuition fees.

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We're delighted to welcome St George's Ascot to the Google for Education Reference School Program!

Your school is doing exemplary things with Google tools and we're excited for you to join this select group of Reference Schools.

THE GOOGLE FOR EDUCATION TEAM

ST GEORGE'S ASCOT

The Process

Letters of application to the Head, Miss Fox, should be no more than two sides of A4 and, together with the completed application form and confidential cover sheet should be emailed to **recruitment@stgeorges-ascot.org.uk**

CVs will not be accepted. Please complete the relevant application form and confidential application cover sheet found here: https://www.stgeorges-ascot.org.uk/our-school/job-opportunities

Deadline: Midday Wednesday 7 January 2026

Interviews: Week commencing Monday 12 January 2026
The School reserves the right to interview and/or appoint at any time during the recruitment process. The position will close as and when a suitable candidate is appointed.

Any queries about this post may be made in the first instance to Mr Jeremy Hoar, Deputy Head (Academic) jhoar@stgeorges-ascot.org.uk.

St George's School is committed to safeguarding the welfare of children at the School. A review of open source social media and online content will be conducted after candidates have been shortlisted and you may be asked about this at interview. The appointment will be subject to a successful disclosure check from the Disclosure and Barring Service. This will give details of all spent and unspent convictions and other recordable matters. A policy on the recruitment of ex-offenders is available, if required, from the School Office. The supplied references will be taken up and the School may approach previous employers for information to verify particular experience or qualifications. A medical questionnaire will be required to be completed by the successful candidate.

25 MINUTES FROM **HEATHROW AIRPORT**

UNDER AN HOUR FROM **GATWICK**

20% INTERNATIONAL PUPILS

FOUNDED IN **1877**

100% PASS RATE AT A LEVEL

97% PASS RATE AT GCSE

EXCELLENT PASTORAL CARE AND ONSITE CHAPLAIN

★ PRESTIGIOUS ★

GOOGLE FOR EDUCATION REFERENCE SCHOOL

70+ CO-CURRICULAR **CLUBS**

94% PUPILS ACHIEVED THEIR **1ST CHOICE UNIVERSITY**

21 GCSE SUBJECTS AND **22 A LEVEL SUBJECTS** ON OFFER

EXTENSIVE FACILITIES INCLUDING:

SWIMMING POOL

COOKERY ROOM

MUSIC TECH AND RECORDING STUDIO

DANCE STUDIO

FITNESS SUITE

12 THEATRE PRODUCTIONS EACH YEAR

75% DAY PUPILS

25% BOARDERS

30 ACRES OF LEAFY COUNTRYSIDE ON SITE

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www.stgeorges-ascot.org.uk

St George's School, Wells Lane, Ascot, Berkshire SL5 7DZ

Telephone: 01344 629900