



Ashlawn School  
Exams and Timetable Assistant



ASHLAWN  
SCHOOL

Job Description and Person Specification

# Welcome from the Principal

**As the recently appointed Principal of Ashlawn School, anticipating a new challenge and opportunity is always exciting. It is important to recognise that recruitment is a two-way process.**

Our focus, as a Trust, is to provide the right environment for our academies to thrive in. At Ashlawn, our ambitions of nurturing potential, inspiring community, and delivering excellence are deeply rooted in the very core of the school. We are seeking an individual who resonates with our vision, someone dedicated to ensuring that every staff member and student has the opportunities needed to maximise their potential in all aspects.

You are looking for the right school in which to develop and progress, to contribute to the success of others and to receive the support that you need to feel fulfilled in your role. We hope that you agree that Ashlawn is exactly that kind of school. It's an exciting time for us as we strive to build on our successes, and we are on the lookout for an individual who shares the commitment and resilience to support this goal.

We welcome visits to Ashlawn prior to application because we are proud that:

- Our students are motivated and want to succeed
- Behaviour is excellent
- The variety of opportunities both within and out of the classroom provides all students with the opportunity to develop their interests and skills in a wide range of areas

At Ashlawn School, everybody counts. Staff and students will talk about the vibrant culture and support they get from each other – we truly are a community. Our key aim is to give every child the opportunity to flourish and develop into life-long learners, engaged in the world around them and ready to take their place in the world as resilient, caring, disciplined, well-educated and employable adults.

If you want to be part of a dynamic team, contribute to our excellent standards, and have high aspirations for young people, then Ashlawn School is the right school for you!

We look forward to meeting with you, so that you too can appreciate our wonderful school and its vibrant community.

Paul Brockwell  
**Principal**

# About the Role

Thank you for your interest in the position of Exams and Timetable Assistant at Ashlawn School.

This pack has been designed to help you should you choose to submit an application to us, which we sincerely hope you do. The pack aims to answer all your initial questions, but if not, please do not hesitate to contact us. It is extremely important to us that you feel comfortable and confident enough to proceed with your application, as we aim to make the very best appointment possible.

## **So, who are we looking for?**

Ashlawn School is recruiting an enthusiastic Exams and Timetable Assistant to work within our Exams, Data and Admin Systems team. You will work closely with the Examinations Officer to communicate with the examination awarding organisations, relevant staff, and support with examinations, entries, amendments, late entries and withdrawals, post-results services, certificates, and non-examined assessments. During busy exam periods you will support the Examinations Officer in running exams including practical's, setting up exam rooms, organising and leading invigilators, dealing with special access arrangements, and distribution and collection of exam papers. In non-exam times, you will support the team with making timetable adjustments to students' or teachers' timetables as required.

Our aim is to enable all students to achieve their potential academically and personally, regardless of ability or disability. We aim to increase whole school and community awareness of the importance of quality and equity of opportunity for all students and are committed to providing an integrated and inclusive curriculum to meet individual needs, promoting positive achievement and independence for all.

## **Why work for Ashlawn?**

- A large bi-lateral school committed to supporting all members of the school community to succeed
- You'll be working within a community of passionate, committed colleagues who genuinely support each other
- A staff wellbeing team implements various strategies to boost staff engagement including various activities, events, conferences, and many other staff benefits
- Excellent opportunities to develop and grow in the successful and expanding Transforming Lives Educational Trust, a growing Multi-academy Trust based within the local community
- To be part of an 11-18 provision with opportunities to teach in the sixth form

## **What next?**

We want to hear from you if you are as excited as we are about this fresh opportunity within our successful and growing Trust. In return, we can offer the right candidate the chance to work within our innovative and forward-thinking Trust as well as offering excellent professional development and progression.

We encourage you to consider the information in this pack carefully and use it to picture yourself within the role at Ashlawn. Should you wish to discuss any element of the pack in more detail, please don't hesitate to contact us. We look forward to receiving your application, details on how to apply can be found below.

# Job Description

<b>Academy/College:</b>	Ashlawn School
<b>Job Title:</b>	Exams and Timetable Assistant
<b>Salary:</b>	Pay Range 4 (NJC04 to NJC05) £24,404.00 to £24,790.00 FTE £20,873.71 to £21,203.88 Actual
<b>Contract:</b>	37 Hours per week Term Time Plus 5 Days
<b>Responsible to:</b>	Team Leader for Exams, Data and Admin Systems
<b>Key relationships/Liaison with:</b>	Exams and Data team Students Teachers
<b>Job purpose:</b>	To support the Examinations Officer and wider exams and data team in ensuring smooth operation of external and internal examinations and assessments, as well as day-to-day running of the whole-school timetable.
<b>MAIN ROLE AND RESPONSIBILITIES:</b>	
<ul style="list-style-type: none"> <li>● To organise and process exam entries</li> <li>● To liaise with examination boards as appropriate</li> <li>● To support exams officer in ensuring all systems databases are up to date and accurate.</li> <li>● To undertake administrative procedures pertaining to exams, both public and internal</li> <li>● To ensure security and confidentiality of all exams as directed by exam board regulation and school policies and procedures</li> <li>● Deal with routine enquiries, providing general information about the exams process – in person, by phone and email</li> <li>● To support exams officer in ensuring all invigilation staff are appropriately deployed and are provided with administrative support</li> <li>● Support students/pupils requiring help/support and referring them to other appropriate staff in school</li> <li>● Handle incoming mail, ensuring appropriate distribution</li> <li>● Handle outgoing mail, franking and posting, maintaining records of postage</li> <li>● Support exams officer in maintaining records / files / data bases, inputting and retrieving information</li> <li>● Undertake word processing, generating standard letters</li> <li>● Lock all filing cabinets and ensure safe storage of keys</li> </ul>	

This job description sets out the duties and responsibilities of the post at the time it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.

# Person Specification

**Job Title:** Exams Assistant  
**Responsible to:** Team Leader for Exams, Data and Admin Systems

The post holder will have a shared responsibility for the safeguarding of all children and young people. The post holder has an implicit duty to promote the welfare of all staff, children and young people and to be committed to promoting diversity and inclusion.

Specification	Essential	Desirable
<b>Qualifications/ Training</b>	<ul style="list-style-type: none"> <li>• Maths &amp; English GCSE 4 or above</li> <li>• A good working knowledge of computer software packages including Microsoft Word, Excel and Outlook</li> </ul>	<ul style="list-style-type: none"> <li>• Trained in SIMS software</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• A minimum of 2 year's administrative experience</li> <li>• Experience of diary management</li> <li>• Successful development and monitoring of administrative procedures and processes</li> <li>• Experience of a high degree of professional autonomy in relation to the key areas of school administration</li> </ul>	<ul style="list-style-type: none"> <li>• Relevant experience working in a school or business administration environment</li> </ul>
<b>Knowledge/Skills (Ability to)</b>	<ul style="list-style-type: none"> <li>• Excellent numeracy and literacy skills</li> <li>• Effective verbal and written communication skills</li> <li>• Good time management skills</li> <li>• Produce and process data and documents to ensure accurate reports and information</li> <li>• Ability to organise own workload</li> <li>• Ability to prioritise workload</li> <li>• Ability to handle sensitive and confidential information and issues appropriately.</li> <li>• Ability to self-evaluate learning needs and actively seek CPD</li> <li>• Ability to work independently</li> <li>• Ability to work as part of a team</li> <li>• To establish good working relationships at all levels – students, teachers, senior management, board of trustees etc.</li> </ul>	
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Flexible</li> <li>• Reliable</li> <li>• Professional and confident</li> </ul>	

# How to Visit and Apply

Please read the information in this pack. If you are interested in this job opportunity, please apply by downloading the application form from our website ([www.tlet.org.uk](http://www.tlet.org.uk)). Completed application forms should be emailed to [careers@tlet.org.uk](mailto:careers@tlet.org.uk) or posted to:

HR Department (Careers)  
c/o Houlton School  
Signal Drive  
Houlton  
Rugby  
Warwickshire  
CV23 1ED

If you have any questions about the role or would like to visit Transforming Lives Educational Trust or one of our Academies, please don't hesitate to contact us by emailing [careers@tlet.org.uk](mailto:careers@tlet.org.uk) or selecting option 1 on our telephone menu – 01788 593900.

If you decide to apply, you should include a supporting statement with your application form (either within the application or as a covering letter) on no more than two sides of A4, giving your reasons for applying for the post, addressing information you have read in the pack and particularly the person specification, and outline any relevant experience and personal qualities you would bring to the Trust.

Please do not send a general letter; we are really looking for someone who is prepared to respond to us as an individual Trust. You can be sure that we will take time and care in reading your letter; we appreciate how much time and energy goes into writing it.

## Recruitment Timeline

- **Position advertised:** 21 March 2025
- **Closing date:** 3 April 2025
- **Final shortlisting:** 4 April 2025
- **Final panel process:** W/C 7 April 2025