



MONK'S WALK  
SCHOOL

# CANDIDATE INFORMATION PACK



## EXAMINATIONS OFFICER

SEPTEMBER 2025

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EXCELLENCE FOR ALL



## MONK'S WALK SCHOOL

# THIS POST

We are seeking to appoint a highly organised and proactive Examinations Officer to lead the administration and delivery of all external and internal examinations in line with awarding body regulations.

In addition to this, the Examinations Officer is responsible for leading and coordinating a team of Exam Invigilators during key exam periods

Closing date for applications: noon on Monday 14 July 2025.

## KEY FACTS ABOUT MONK'S WALK

### ALL ABILITY

For students aged  
11-18 of all abilities.  
Over 1400 students

### POPULAR & OVERSUBSCRIBED

729 applications (197 first  
preference) for 240 places  
in Y7. 89% of parents say  
they would recommend the  
school (Parent survey June  
2024)

### STRONG ETHOS

Inclusive ethos with focus  
on mutual respect and good  
behaviour. We aim for our  
students to be co-operative,  
courteous and kind.

### ACADEMICALLY SUCCESSFUL

Progress 8 score (+0.25)  
for Year 11 students in  
2024 and an average A  
Level grade of B-

### BROAD CURRICULUM

24 courses at KS4 and  
26 at KS5, including  
all three sciences

### BROAD EXTRA- CURRICULAR PROGRAMME

A wide programme of  
activities, trips and visits  
and enrichment activities

### POPULAR SIXTH FORM

268 in the sixth form  
and a member of  
the Welwyn Hatfield  
consortium.

### STRONG FOCUS ON WELLBEING

For both staff and students.  
93% of staff say they enjoy  
working at MWS (Staff  
Survey July 2024)

### STRONG FOCUS ON STAFF DEVELOPMENT

We are committed to  
staff development  
including Initial Teacher  
and Early Career  
Framework training.

# ABOUT OUR SCHOOL



We are a mixed school of about 1,400 11-18 year old students in Welwyn Garden City, a Hertfordshire new town on the outskirts of London.

Transport links are superb – direct rail links to London in less than 30 minutes; M1, A1(M), M11 and M25 all minutes away. WGC is a pleasant place to live – it even has John Lewis! The school is situated in a greenbelt area in the prosperous northwest corner of the city. Our grounds are magnificent and the view from the school is lovely. In September 2020 we opened a new teaching block to replace one of the more rundown ones. The DfE have just agreed funding for a new sports hall for the school.

Monk's Walk is a genuinely all-ability school. The number of students with learning challenges is in line with the national average, with 17% supported at SEN Support or with an Education and Healthcare Plan (EHCP). Our support for students with SEND is a real strength of the school.

We have a small number of blind or partially sighted students who receive specialist support. We also work very closely with Knightsfield School, a special school for deaf children on our campus.

We do not pursue academic achievement at the expense of the wider development of the individual, however. Form tutors, heads of year and heads of house all have important roles in the social, personal and academic support of individuals. Our house system is strong, providing a range of all-ability competitions and activities for mixed age groups. Recently we have become the first school in the country to have a recycling machine with the credit going as house points. All members of staff are allocated a house, except me who has to try to stay impartial of course.

Parental confidence in the school is high; there were 729 applications for 240 places in Year 7 for September 2024,

with 197 of those as first preference. Each year we hear appeals for students wishing to join the school.

The school has an extremely effective behaviour policy and in general behaviour is very good indeed. Our students want to learn and our parents are, on the whole, extremely supportive. Attendance is high. Our aim is for our students to be co-operative, courteous and kind.

There is a genuine 'buzz' around the school and we have a very strong reputation in the city. In September 2023, the school was judged by Ofsted to be 'good'. We were really pleased with the comments made by inspectors and expect the report to be published any day now.





GCSE exam results in 2024 were very good . 53% of students gained the strong basics (grade 5+ in both English and Maths) and 74% standard basics (grade 4+ in English and maths). Our attainment 8 was 50.2 and progress 8 +0.25. All well above national. Students of all abilities did better than would have been expected, given their starting points. Disadvantaged students made the progress that would have been expected given their starting points – unlike in most other schools in Hertfordshire where it is often well below. Students with SEND did phenomenally well. To look at the school's provisional results in the league tables google 'school performance tables 2024'.

In terms of progress, disadvantaged and SEND students do



better in the school than they do nationally. We pride ourselves on the fact that Monk's Walk is an inclusive school.

The school has about 268 in the sixth form and this is the largest sixth form the school has ever had. We are also a member of a consortium with four other schools which provides a wide range of opportunities for students. Monk's Walk has the largest sixth form of the five schools and currently we have 82 guest students in Year 12 and 61 in Year 13. At Monk's Walk we concentrate on providing A Level only (with the exception of iMedia), with decent numbers of students studying the facilitating subjects.

Vocational programmes can be taken at Oaklands College or in other consortium schools.

A Level results in 2024 were also very good , with average point score per grade at 36.2 equivalent to B-. In 2024, almost all students who applied made it to their first or second choice university, high quality apprenticeship or employment.

Unfortunately, some schools are making cuts in creative subjects such as Art, Music, Drama and PE and even some DT specialisms. At Monk's Walk, these subjects are strong as we see these areas providing important learning opportunities for our students. All of these subjects are running at GCSE and A Level. Science subjects are among the most popular subjects at A Level.

We have a full orchestra (as well as other musical groups), thriving Art, Music, PE and Sport and an outstanding Drama department. Members of other departments involve themselves in extra-curricular activities in Music, Sport and Drama.

Knightsfield School (a special school for deaf children) is co-located with Monk's Walk School. We have an outstanding partnership arrangement; at key stage 3 Knightsfield students join classes in Art. A few students are also integrated into GCSE groups. Knightsfield students join ours for lunch every day in our canteen in B Block. One of our music teachers teaches at the school.

The school became an academy in September 2012. The decision to convert was purely pragmatic and trustees have no intention to make changes to teachers' pay and conditions beyond those made as part of national agreements.

Induction, training and continuing professional development have a very high priority in the school. All staff have an induction programme on joining the school.

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# THE EXAMS DEPARTMENT

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The Examinations Officer is supported, as required, by the Digital Operations Manager. The Examinations Officer leads the team of Exams Invigilators who work on an ad hoc basis during the busy exam periods. The Examinations Officer is responsible for the recruitment of and the day-to-day management of the Exams Invigilators and will report directly to the Deputy Headteacher.



# JOB DESCRIPTION

Post Title: Examinations Officer

Job Detail: Full time, 37 hours per week, Term Time + 4 Weeks

Job Grade: H9 + Outer Fringe

Responsible to: Nick Haynes, Deputy Headteacher

## Job Purpose

- To manage internal and external examination services and ensure that they operate efficiently and effectively to support learning and teaching and raising of student achievement
- To ensure the School is JCQ compliant
- To manage the School's internal assessment tests
- To ensure that the School aims are put into practice
- To line manage nominated staff
- To complete student records

- To timetable Exam Invigilators and ensure training is up to date
- To liaise with the SEND and IT Network departments to ensure Access Arrangement are in place for students.

This job description sets out the duties of the above post at the time it was drawn up. The Headteacher may vary the duties from time to time without changing their general character or the level of responsibility entailed.

## Key Processes

- Personnel leadership and Performance Management for nominated staff
- Effective deployment of resources and budget management
- Administration of all aspects of Public and Internal exams
- Promotion of the School
- Liaising with staff
- Data analysis/entry

Monk's Walk is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced Disclosure and Barring service check will be sought as part of the school's pre-employment checks. If you are invited to an interview, you will receive more information.

## Key Areas of Responsibility

- To receive and distribute materials concerning examinations and tests
  - Managing entries for examinations & tests in conjunction with the Subject Leader
  - Administering examination fees in conjunction with the Finance Office
  - Preparing examination timetables and arrangements with the Deputy Headteacher
  - Administering receipt and distribution of examination results and subsequent appeals
- To produce the data of examination and internal assessment results for analysis.
- To produce the analysis of examination and internal assessment results
  - Liaison with the Consortium Schools examination personnel

# PERSON SPECIFICATION

## 1. Educational Qualifications

- Minimum GCSE grade A-C in English and Maths
- Evidence of Continuing Professional Development

## 2. Professional Experience

- Experience of working in a school or similar organisation (D)
- Experience of leading a team (D)
- Competent ICT user

## 3. Professional Knowledge and Understanding

- Effective practise and approaches to administration
- Ability to use ICT (Microsoft Office is essential)
- Able to communicate both orally and in writing
- Able to prioritise

## 4. Personal Qualities and Skills

Ideally, we are looking for someone who:

- Is committed to the Administration Process
- Can lead, motivate, enthuse and inspire staff
- Can plan, organise and delegate
- Has a good telephone manner
- Is reliable, well organised and committed to high standards
- Is co-operative, flexible and responsible

- Is sympathetic to the needs of the school community
- Is patient, optimistic and has a fantastic sense of humour
- Is punctual, with a smart appearance
- Is trustworthy and able to maintain confidentiality

# YOUR ROLE IN OUR FUTURE

Monk's Walk School is a thriving, vibrant, learning community where our aim is to bring the best out of everyone. It is a very good school with the ambition and plans to be even better.

We are not complacent though – we know all schools have room for improvement! We set ourselves high standards and ambitious targets to enable us to reach our goal. I hope this information has given you a flavour of our school. Please read the Ofsted report and visit our website and Facebook page – Monk's Walk School Official - for more information. If you feel you can contribute to the Exams Department for the school and would like to join us, then please apply.

# HOW TO APPLY

I really hope the information we have provided makes you want to apply to join us. If you would like to talk about the post in a bit more detail before applying, please contact Nick Haynes; Nick is Deputy Headteacher and is the senior leader with line management responsibility for the Exams department. His e-mail address is:

[NHaynes@monkswalk.herts.sch.uk](mailto:NHaynes@monkswalk.herts.sch.uk).

Please apply, via the My New Term website. You should also include a letter of application. In your letter of application, please can you explain how you demonstrate that you fulfil the requirements of points 2, 3 and 4 on the person specification (page 8 in this pack).

The deadline for us to receive your application is noon on Monday 14 July 2025.

We look forward to hearing from you.

We will shortlist for this post and then we will contact shortlisted candidates by telephone or e-mail to invite them for interview. We reserve the right to ask candidates for an earlier interview if appropriate. We will ask referees of shortlisted candidates to complete our reference form

## Matt Grinyer

Headteacher  
June 2025



MONK'S WALK  
SCHOOL

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