



# Examinations Officer

<b>Hours:</b>	8am - 5pm, Mon-Fri	<b>Contract type:</b>	Permanent, full-time, term-time
<b>Salary:</b>	£34,000 - £40,000	<b>Line manager:</b>	Deputy Head (Academic)
<b>Start date:</b>	01/09/2026	<b>Department:</b>	Examinations Office

## Role Overview and Key Responsibilities:

We are seeking a highly organised and detail-focused Examinations Officer to lead and manage the full examination cycle, acting as the main point of contact for all internal and external assessments. Reporting to senior leadership, you will ensure the smooth, accurate and secure administration of examinations in line with JCQ and awarding body regulations, safeguarding the integrity and reputation of the School at all times. The role includes coordinating exam entries, timetables and results, managing invigilators and resources, supporting access arrangements, and ensuring full compliance with regulatory requirements. You will work collaboratively with colleagues across the School, contributing to effective assessment processes while maintaining high standards of professionalism, accuracy and confidentiality.

## About the Department:

The Examinations Department is a small, dedicated team consisting of the Examinations Officer and an Examinations Administrator who work closely together to deliver a high-quality, efficient examinations service. The team is responsible for the planning, coordination and administration of all internal and external assessments, ensuring compliance with awarding body regulations and maintaining the integrity of the examination process. Working collaboratively with teaching staff and support teams across the School, the department plays a vital role in supporting student achievement through accurate, organised and professional exam delivery.



**Kindness**

**Spirit**

**Responsibility**



## Person Specification

Attributes	Essential	Desirable	Assessed*
Proven experience of managing or supporting the full examinations cycle (entries, timetabling, results and post-results).	X		
Strong knowledge of JCQ regulations and awarding body requirements and the ability to ensure full compliance.	X		
Excellent administration, organisation and attention to detail, with the ability to meet strict deadlines.	X		
Ability to maintain accuracy and confidentiality when handling sensitive student data and examination materials.	X		
Experience of coordinating staff and resources, including invigilators and cross-department teams.	X		
Strong communication and stakeholder management skills, with the ability to work effectively with senior leaders, teaching staff and external bodies.	X		
Previous experience working in a school or educational setting.		X	
Familiarity with exam management systems and awarding body platforms.		X	
Experience supporting access arrangements and inclusive assessment provision.		X	
Experience contributing to inspection preparation, compliance processes or data analysis (e.g. supporting self-evaluation).		X	

\*A - Application | I - Interview | T - Task

**More House School** is firmly committed to safeguarding and promoting the welfare of children and young people.



# Our People Promise



## Wellbeing & Support

- Access to a confidential Employee Assistance Programme for personal and professional support.
- Free use of on-site fitness gym to support your health and wellbeing.



## Everyday Convenience & Value

- Free on-campus parking set within the School's beautiful grounds.
- Cycle to Work Scheme to support sustainable and healthy commuting.
- Access to high-street and lifestyle discounts, including teacher discounts and Blue Light Card-style savings, offering reduced prices on shopping, dining, travel, and entertainment.



## Great Food, On Us

- Award-winning complimentary meals provided during working hours in the School's refectory.



## Pension & Financial Security

- Teaching Staff: Access to a defined contribution pension with a highly competitive 21.3% employer contribution, including Death in Service and Income Protection cover. Eligible employees may alternatively remain in the Teachers' Pension Scheme (TPS), with the option to make up any difference above the 21.3% employer cap via a salary adjustment (further details available).
- Non-Teaching Staff: Membership of the NEST pension scheme, with employer contribution to support long-term financial wellbeing.



## Career Development & Training

- A comprehensive induction programme, including a fully funded, nationally recognised Level 3 SEND qualification.
- Ongoing professional development, specialist qualifications, and continuous learning supported through INSET days and training opportunities.



# Safeguarding, Equality, and Data Protection

## Safeguarding Statement

This role is deemed to be one of working in regulated activity, meaning that the post-holder may expect to come into unsupervised contact with children and young people frequently in the discharge of their duties on-campus. As such, the expectations of conduct, required of all adults working at More House School, apply to this position, as does a full Safer-Recruitment vetting process of any appointee. A key responsibility of all adults working within the School is that of ensuring the effective safeguarding of all children and young people, through adherence to the School's policies; full-training is given.

This post is subject to an Enhanced DBS clearance and the receipt of satisfactory references before a formal job offer is confirmed.

## Equal Opportunities Statement

More House School is an equal-opportunities employer. We welcome applications from candidates of all genders and backgrounds. All appointments are made strictly on merit.

## GDPR and Data Protection Statement

By applying for this role, you agree that More House School may process your personal data for the purposes of recruitment and selection, in accordance with GDPR / UK GDPR. Information you provide will be used only for assessing your application, progressing the recruitment process, and carrying out any necessary pre-employment checks. Your data will be stored securely, accessed only by authorised staff, and retained in line with our data retention policy. You have the right to access, correct, or request deletion of your personal data at any time. Further details are available in our Privacy Notice.

