



# EXAMINATIONS OFFICER VACANCY

- ▶ **Required May 2025**
- ▶ **37 hrs a week / 41 weeks a year (term time plus 2 weeks in summer for results)**
- ▶ **Monday - Thursday 08:30 – 16:30 / Friday 16:00 finish**
- ▶ **BWS Support Staff pay scale Grade I Points 28 – 31 (£31,741 - £35,180 FTE)**
- ▶ **Local Government Pension Scheme**
- ▶ **Actual pay (£28,330 - £31,400)**
- ▶ **Contract: Permanent**
- ▶ **Deadline for Application: Tuesday 22 April 2025**  
(We reserve the right to close this vacancy early if a suitable candidate is found. We encourage early applications to avoid disappointment.)

We are seeking a highly organised, detail-oriented, and proactive Examinations Officer to join our team. This is a critical role in the smooth running of the school's assessment processes, ensuring all internal and external examinations are managed efficiently and in strict adherence to JCQ and awarding body regulations. You will be responsible for the end-to-end administration of all exams across the school and oversee the Admissions Officer, ensuring uniformity in procedures and compliance with policies. Your ability to plan ahead, prioritise effectively, and problem-solve under pressure will be crucial to success in this role.

## Key Responsibilities

- Ensure the smooth administration of all internal and external exams, including GCSEs, A-Levels, and 11+ entrance testing.
- Maintain strict compliance with JCQ regulations and ensure all examination policies are up to date.
- Manage and manipulate data efficiently, including data merging and using our school management system, Bromcom.
- Produce accurate exam timetables, seating plans, and results analysis for students and staff.
- Recruit, train, and manage a team of invigilators, ensuring high standards in exam delivery.
- Provide strategic oversight and support for the Admissions Officer, ensuring a consistent and professional admissions process.
- Oversee the secure receipt, distribution, and post-results services for GCSE and A-Level results.
- Work closely with school leadership, Heads of Department, and SENDCo to ensure fair and accessible assessments for all students.
- Manage exam appeals and post-results services, working closely with the Finance Office to ensure timely processing of payments.

## What We're Looking For

- Highly organised with the ability to prioritise competing deadlines effectively.
- Strong ICT skills, including experience using Microsoft Office (Excel, Word, Outlook) and the ability to manipulate and analyse data.
- A confident team leader, able to manage a team of invigilators and the Admissions Officer.
- A calm and professional approach to working under pressure, particularly during exam season.
- A keen eye for detail to ensure absolute accuracy in exam entries, seating arrangements, and results processing.

For further details and an application form please visit the school website

[http://www.bws-school.org.uk/The\\_School/Vacancies/](http://www.bws-school.org.uk/The_School/Vacancies/). If you wish to have the opportunity of an informal discussion prior to submitting an application form, please contact Mrs Annie Lloyd-Gilmour (HR Manager) [alg@bishopwordsworths.org.uk](mailto:alg@bishopwordsworths.org.uk). Applications are accepted by post and email.

Bishop Wordsworth's School is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful applicants will be subject to an enhanced Disclosure and Barring Service check, as well as other relevant re-employment checks including satisfactory references and medical clearance.

All shortlisted candidates will undergo social media checks prior to interview in order to provide the appointment panel with any information that may be relevant to their suitability or have an impact on the school's reputation.