



WILLIAM FARR

C of E Comprehensive School

JOB ADVERT

Examinations Assistant

William Farr Church of England Comprehensive School is seeking to appoint a Examinations Assistant to join our highly successful school.

At William Farr Church of England Comprehensive School, our vision is to enable every member of our community to experience "life in all its fullness" (John 10:10) through exceptional education, encouragement, and effort. We are committed to excellence, ensuring all students and staff are known, valued, and supported to achieve their potential.

Our core values guide everything we do:

Compassion | Friendship | Perseverance | Respect | Responsibility | Wisdom

Job Information:

- Permanent
- Part Time: 30 hours per week term time only. (during Exam seasons, there is an expectation to do additional hours)
- Salary: £18,020.75 - £18,540.12 (WFS Grade 4 - FTE £25,989 - £26,738)
- Start date: 1st September 2026

We currently have an exciting opportunity for an Examinations Assistant to join this thriving and highly successful administrative team. The post holder will assist with the co-ordination and implementation of the school's examination process for Years 10 to 13. Including assisting with the administration and organisation of all aspects of internal (mock) and external examinations.

Please see the job description and person specification for full details of what is required for this role.

We can offer you:

- Access to the Local Government Pension Scheme
- A very supportive team with a passion for continuous improvement
- A commitment to professional development
- A collaborative working environment
- Comprehensive wellbeing support through our Employee Assistance Programme
- Free on-site parking

To apply:

Please complete the support staff application form and email: hr@williamfarr.lincs.sch.uk

- **Closing Date: 8th June 2026**
- **Shortlisting: w/c 8th June 2026**
- **Interviews: w/c 15th June 2026**

William Farr School is committed to the safeguarding of children, and all posts within school are exempt from the Rehabilitation of Offenders Act 1974. Applicants are required to reveal information concerning all convictions, including those which would otherwise be considered as 'spent'. The successful candidate will be required to complete a Disclosure & Barring check in line with the Rehabilitation of Offenders Act (ROA) 1974 (Exceptions) Order 1975 and the Police Act Regulations.

References will be taken up prior to interview in line with our Keeping Children Safe in Education obligations.