



Cade Street, Old Heathfield, East Sussex TN21 8RJ
Tel: 01435 866066 Fax: 01435 867155

www.heathfieldcc.co.uk
jobs@heathfieldcc.co.uk

Examinations Manager

37 hours per week

Term Time plus some holiday working on the weeks of exam results
Flexible working to be discussed at interview

Local Single Status Grade 9 point 23 - 25
£33,055 - £35,282 per annum
(Actual salary equates to £30,023 - £32,046)

“Pride, ambition and community”

We are looking to appoint an enthusiastic and committed professional, with specific responsibility for the organisation of all public and internal examinations and other associated administrative duties.

Experience as an Examinations Officer with knowledge of JCQ/awarding body regulations and procedures would be an advantage, but not essential. Knowledge of teaching or working in a secondary school would also be preferred, but is also not essential.

We expect the successful candidate to offer meticulous attention to detail, a high level in communication and ICT skills and relevant qualifications. You will need a good understanding of Information Systems and have excellent skills in Microsoft Excel.

Please contact Tom Flower, Deputy Headteacher for further details and an informal discussion about the vacancy at tflower@heathfieldcc.co.uk or 01435 866066.

Please see our website for a recruitment pack and application form. Alternatively, please request an application pack from jobs@heathfieldcc.co.uk.

Closing date: Please complete and return your application form to jobs@heathfieldcc.co.uk by midday Friday 27 March 2026 at the latest. We reserve the right to interview and appoint before the closing date, if the right candidate is found.

Start date: As soon as possible.

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. Successful applicants will need to undertake, or currently hold, a DBS enhanced clearance for this authority.